



TOURO UNIVERSITY

C A L I F O R N I A

COLLEGE OF PHARMACY

Student Handbook

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Section I - Touro University

HANDBOOK DISCLAIMER

This Student Handbook contains policies and requirements which govern academic performance and student conduct for Touro University California (TUC) College of Pharmacy (COP), and are designed to promote standards for academic competency, professional discipline and personal responsibility. It represents the parameters of achievement and behavior the faculty expects of its students. It is the responsibility of all students to be knowledgeable about Touro University policies. These policies will be applied to all aspects of the student's academic progress and personal conduct for as long as the student is enrolled.

This COP handbook applies to all currently enrolled students in the College of Pharmacy and, only where stipulated, do policies and requirements apply differently for individual classes.

TUC reserves the right to make changes at any time in this handbook or in the requirements for admission, graduation, tuition, fees and any rules or regulations. TUC maintains the right to refuse to matriculate a student deemed by the faculty to be academically incompetent or otherwise unfit or unsuited for enrollment.

HISTORICAL PERSPECTIVE

Touro University is a Jewish-sponsored independent institution of higher and professional education founded by Bernard Lander, PhD, LHD. The institution derives its name from Judah and Isaac Touro, leaders of colonial America who represented the ideal upon which we base our mission.

Touro College was chartered by the State of New York in 1970. The first students enrolled in 1971; the class consisted of 35 liberal arts and science students. Since those early days, the institution has experienced substantial growth.

Touro College has developed into a major institution of higher education, which includes the following schools: The College of Arts and Sciences (1971); the School of Health Sciences (1972); the School of General Studies (1974), the Graduate School of Jewish Studies (1979); the Jacob D. Fuchsberg Law Center (1980); the School for Lifelong Education (1989); the New York School of Career and Applied Science (1995), the Graduate School of Education and Psychology (1995); Touro University College of Osteopathic Medicine Vallejo (founded in 1997 as the San Francisco College of Osteopathic Medicine); Touro University International, offering degree programs on the internet in Cypress, California (1999); the Lander College for Men in Kew Garden Hills (2000) created in 2001 through a merger of two previously separate divisions, the School of General Studies (founded in (1974) and the School of Career and Applied Studies (created in 1995); and Touro University – Nevada (2004).

Touro opened a branch in Moscow in spring 1991 and its operations now include the Institute of Jewish Studies (branch campus) and a business program with Moscow University Touro (an independent entity)

operated through an inter-institutional agreement. The branch campus in Jerusalem comprises the Graduate School of Jewish Studies, an undergraduate business program and the Touro Israel Option (year abroad program). In October 2003, Touro opened a small branch campus in Berlin.

Touro has long been interested in medical education. In 1983, Touro established the Center for Biomedical Education, a cooperative program leading to an M.D. from the Technion-Israel Institute of Technology, Israel's premier school of applied sciences. Success in this and other related programs led Touro to explore the possibility of establishing a college of osteopathic medicine. Touro sought incorporation in the State of California, and in 1997 located a campus in the San Francisco Bay Area. The campus was moved to Mare Island, California in 1999. In 2003, Touro University College of Osteopathic Medicine became the founding College of Touro University California. Touro University California is now composed of three colleges (1) The College of Osteopathic Medicine grants the Doctor of Osteopathic Medicine Degree - D.O., and the Master of Science in Medical Health Sciences-COM. (2) The College of Education and Health Sciences (founded 2003-4) grants the Master of Science in Physician Assistant Studies-MSPAS, the Master of Public Health-MPH degree, the Master of Science in Nursing (MSN) degree to registered nurses (holding an Associate Degree Nurse (ADN) or Bachelor of Science in Nursing (BSN) degree), and 27 teacher credentials. (3) The College of Pharmacy, founded in 2005, grants the Doctor of Pharmacy-Pharm.D., and the Master of Science in Medical Health Sciences-COP degrees.

TOURO UNIVERSITY CALIFORNIA MISSION AND VISION STATEMENTS

The Mission and Vision statements for Touro University California (TUC) have been broadly reviewed and approved across university constituencies.

TOURO UNIVERSITY CALIFORNIA MISSION STATEMENT

Touro University California provides graduate and professional educational excellence in the fields of Health Sciences, Public Health, and Education. The TUC learning experience is student-centered, enriched by focused research and scholarship, and prepares professionals for rewarding lives in service to others both locally and around the globe.

TOURO UNIVERSITY CALIFORNIA VISION STATEMENT

Touro University California - inspirational teaching and scholarship, transformative leadership, exemplary service.

INSTITUTIONAL GOALS AND STUDENT LEARNING OUTCOMES (SLOs)

The Institutional Goals and Student Learning Outcomes (SLOs) have been vetted and approved (http://studentservices.tu.edu/catalog/universitycatalog1415_10-28-15.pdf, p. 16)

INSTITUTIONAL REGIONAL ACCREDITATION

TUC and its branch campus in Henderson, Nevada, are fully accredited by the [Western Association of Schools and Colleges \(WASC\)](#). The WASC Commission reaffirmed [Institutional Accreditation](#) on July 13, 2010 after a three stage review which demonstrated core commitments to [Institutional Capacity and Educational Effectiveness](#). The next accreditation review is scheduled for spring 2018. Additional information about WASC can be found on the WASC website. WASC website and contact information may be found at http://studentservices.tu.edu/catalog/universitycatalog1415_10-28-15.pdf (p. 18)

Section II - Touro University California College of Pharmacy

TUC ACCREDITATION

Touro University California is fully accredited by the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, Phone: (510) 748-9001, Fax: (510) 748-9797, website www.wascsenior.org.

TUC COLLEGE OF PHARMACY ACCREDITATION

The Touro University California College of Pharmacy Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE), 135 S. LaSalle Street, Suite 4100, Chicago, IL 6063-4810, Phone: (312) 664-3575, Fax: (312) 664-4652, website www.acpe-accredit.org

On July 8, 2015, President Kadish and Dean Rae Matsumoto were notified that our College of Pharmacy received a full eight year accreditation from the Accreditation Council for Pharmacy Education (ACPE). Our next accreditation will be in 2023. In the meantime, we will submit evidence of our compliance with the recently implemented Standards 2016 on a regular basis.

TOURO UNIVERSITY CALIFORNIA COLLEGE OF PHARMACY MISSION STATEMENT

- To benefit society through its programs in pharmacy education, research, scholarship, and service.
- To prepare our students to become competent, caring and ethical pharmacists dedicated to optimizing health care outcomes.
- To develop students and faculty to be leaders and provide them with the tools to practice effectively and be role models in a wide variety of professional settings.
- To promote life-long learning in a culture of collegiality, respect, and diversity.

TOURO UNIVERSITY CALIFORNIA COLLEGE OF PHARMACY VISION STATEMENT

Educating caring professionals to serve, to lead, to teach.

TOURO UNIVERSITY CALIFORNIA COLLEGE OF PHARMACY GOALS

Touro University California College of Pharmacy is committed to achieving the following goals. We aim to:

- Produce pharmacists who possess the competencies necessary for the provision of pharmacist-delivered patient care, including medication therapy management services.
- Develop faculty, student, and alumni leaders who will accept responsibility for providing care, advance the practice of pharmacy and its contributions to society and represent the pharmacy profession to other health professions and the public.
- Promote the professional development of our faculty in teaching, research and other scholarly activities, and service.
- Practice continuous quality improvement through assessment and evaluation of desired outcomes in all phases of operations.
- Foster a learning environment that promotes critical thinking and is responsive to the diverse learning style of students.
- Sustain a culture of equity, respect, and understanding by recruiting faculty, staff and students who are diverse.
- Incorporate collegiality as a central value in relationships among and between faculty, students and other health professionals.
- Utilize informatics and technology as a means to advance pharmacy practice and improve health care outcomes.
- Instill a commitment to life-long learning, through participation in professional organizations, professional exchanges, publications, and professional development.
- Be recognized locally, nationally, and internationally for excellence in our endeavors.

MORE ABOUT THE MISSION AND VISION OF TOURO UNIVERSITY CALIFORNIA COLLEGE OF PHARMACY

The College of Pharmacy will serve society through its programs in pharmacy education, through scholarship and through service. The College will strive to prepare students to be competent, caring and ethical professionals dedicated to the provision of pharmaceutical care and members of the health care team. Our college is committed to the professional development of its faculty in teaching, scholarship and service; and embrace collegiality as a central value in relationships among and between faculty, students and other health professionals.

Our vision is to create a learning environment that is responsive to the needs of a diverse population and diverse learning styles; produce pharmacists who are prepared to offer pharmaceutical care in all practice settings and evolve with profession as its clinical activities increase; and a vision of producing leaders who will accept responsibility for providing care and represent pharmacy profession to other health care professions and the public. We embrace technology as a means to advance pharmacy practice and improve health care outcomes.

DEGREE AWARDED

The Doctor of Pharmacy degree is conferred upon graduates of Touro University California College of Pharmacy who have fulfilled all of the requirements for graduation published elsewhere in this handbook and the COP Course Catalog.

THE COLLEGE OF PHARMACY CURRICULAR GOALS AND OBJECTIVES

The following curricular goals and objectives of the College of Pharmacy have served as guidelines for the design and organization of our curriculum:

Since curricular competencies reflect abilities necessary to entry-level pharmacy practice, we must see that all graduates are proficient in all of the competencies.

The College of Pharmacy provides a curriculum that produces graduates proficient in all the professional and educational competencies required, and who have met all outcome expectations related to those competencies.

Since the educational environment is critically important to the appreciation of curricular content, we are obligated to provide the optimal learning environment.

The College of Pharmacy provides a curriculum that results in a student-centered, interactive learning environment that is cooperative rather than competitive, and able to accommodate individual learning styles.

The College of Pharmacy promotes and models interprofessional education to provide students the necessary skills to work collaboratively with other healthcare professionals.

Since success can be and should be achieved by all students given clear outcome expectations, sufficient time, and ample feedback, the assessment tools must be critical and accurate.

The College of Pharmacy employs assessment tools that emphasize achievement of outcomes.

Since graduates must develop abilities beyond the core knowledge and skills specific to the practice of pharmacy, they must be able to reason, to educate themselves and others, and be committed to lifelong learning.

The College of Pharmacy's aim is to produce graduates who have the ability to solve problems, make wise decisions, teach and learn by themselves, and remain committed to lifelong learning.

To be successful and highly desirable to employers, graduates need a curriculum that is up to date on current concepts and realities of pharmacy practice.

The goal of the College of Pharmacy is to produce graduates who are able to meet the expectations of the workplace.

NON-DISCRIMINATION POLICY

Touro University California does not discriminate on the basis of race, color, national origin, religion, gender, disability, age, sexual orientation, or any other characteristic protected by law in employment, or in admission, treatment or access to its educational programs or activities.

For further information, a list persons designated to handle inquiries regarding the non-discrimination policies, and updates on this policy, see <http://admissions.tu.edu/index.html>.

PROFESSIONAL AND GENERAL OUTCOME EXPECTATIONS OF THE CURRICULUM

The professional and educational outcomes expectations of this curriculum have been adapted from the 30 Accreditation Council for Pharmacy Education (ACPE) Standards 2007 v.2. We are in the process of adapting to the newly released ACPE Standards 2016. The guidelines integrate science, professionalism and professional attributes, and inter-professional practices across the three principle categories of pharmaceutical care, systems management, and public health as applied to the practice of pharmacy. They also incorporate the General Outcome Expectations of cognitive and psychosocial skills, attitudes, and behaviors that are integral to preparing quality pharmacy practitioners. The outcomes adopted by ACPE employ similar language to corresponding competency/outcomes documents in other health professions. Using the Joint Commission of Pharmacy Practitioners (JCPP) evolving “desired future” vision as its background, and with pharmaceutical care as the continuing philosophy of practice, CAPE’s Educational Outcomes 2004 serves as the framework upon which AACP’s member faculties are encouraged to add their own contextual discipline- and content-specific outcome statements.

SYNOPSIS OF CURRICULUM OR WHAT MAKES TUC’S COLLEGE OF PHARMACY UNIQUE

Curriculum Design and Construction: The Two-Plus-Two Program

Like other Colleges of Pharmacy, our program consists of two major components: the didactic curriculum and the experiential practice. However, although our curricular content is equivalent to that of other pharmacy programs, the design and delivery of TUC’s curriculum is notably different in emphasis and style. Modifications were made to optimize student learning and to produce the most competent pharmacy practitioners for today’s rapidly changing roles. To achieve that result, the curricular design, delivery, and assessment were refined to create a student-centered, interactive learning environment that is focused on achievement of outcomes.

During the first two years of the program, the College of Pharmacy uses a 19-week semester which is considerably longer than the usual 13 to 15 week semester. These extended semesters provide 76 weeks of instruction during the first two years, versus 52 to 60 weeks in the usual semester or quarter model.

The didactic curriculum is grouped into five content-based tracks: the biological sciences; pharmaceutical sciences; social, behavioral, and administrative sciences; clinical sciences; and experiential education. The didactic sequence progresses through each of these tracks during the first four semesters in a series of 3 five-week blocks, each of which is followed by a one week evaluation period. The grading system utilizes percentages with 70% as passing. At the end of each semester, a cumulative, integrated examination, the Triple Jump Exam or TJE is given. Students are required to pass the four TJEs with a progressively weighted average score of 2.5 out of 4 after their P2 spring semester in order to progress to the third year of the program.

The experiential program is divided into two parts, each of which has increasing levels of responsibility and clinical maturity. The Introductory Pharmacy Practice Experiences (IPPE) are followed by the Advanced Pharmacy Practice Experiences (APPE). The experiential component of the curriculum in

years 3 and 4 is designed to allow students the opportunity to practice using the knowledge, skills, and attitudes necessary to become competent pharmacists in an actual pharmacy setting. The rationale for extending clinical training across two years is that pharmacists are performing more clinical responsibilities and more involvement with patient care.

Graduates of this curriculum will be critical thinkers who are able to meet the increasing expectations of the workplace. They will be empowered to adapt throughout their careers using their capabilities to solve problems, educate themselves and others, and their commitment to life-long learning.

LICENSURE

Pharmacists are required to be licensed by the states in which they practice. Each state has its own requirements for granting licensure and its own licensing board. California law requires that applicants for pharmacist licensure have completed 1500 intern hours in various pharmacy practice settings in order to sit for licensure examination. (B&P §4200(a)(5)). The Touro University California College of Pharmacy program affords the student the opportunity to complete the number of hours needed to satisfy the California pharmacy board requirement. A California license can be obtained after successful completion of exams administered by the NORTH AMERICAN PHARMACIST LICENSURE EXAMINATION™ (NAPLEX®) and a California law examination, the California Practice Standards and Jurisprudence Examination for Pharmacists (CPJE). The College of Pharmacy provides review courses to help students prepare for both of these examinations.

PHARMACY POSTGRADUATE PROGRAMS

Touro University California College of Pharmacy supports one postgraduate fellowship, eight Postgraduate Year 1 general pharmacy practice residency programs, and two Postgraduate Year 2 specialty residency programs. All programs are situated at several major health care institutions throughout California. The aim of all the programs is to train and prepare future pharmacist practitioners to be leaders in the profession and their field(s) of interest.

Section III – Student Services

The Touro University California Office of Student Services, which is under the supervision of the Dean of Students, is located in Wilderman Hall at 1310 Club Drive, Vallejo, CA 94592. This office coordinates a variety of student support service functions within the University including academic support services, student health, and counseling.

THE OFFICE OF PHARMACY STUDENT SERVICES

The Office of Pharmacy Student Services, which is under the supervision of the Assistant Dean for Pharmacy Student Services, interacts with students to develop and offer support programs and services that enrich students' experiences on campus. This office, in coordination with the TUC Associate Dean for Student Services, is also responsible for the publication and distribution of the Student Handbook. The Office of Pharmacy Student Services is available to students on a continuing basis supporting student concerns and challenges which include:

- Counseling students in academic areas in conjunction with faculty advisors;
- Appropriately referring students for academic tutoring, medical, psychological and financial assistance;
- Communicating and clarifying academic rules and regulations for students;
- Acting as a student advocate to the Academic Standards Committee;
- Accompany students to professional meetings and facilitate their participation;
- Suggest strategies for professionalization activities with the curriculum to the faculty;
- Provide the faculty with data for awarding scholarships and honors;
- Work with individual student problems related to professional issues;
- Assist the students with career planning;
- Assist students in applying for residencies.

OFFICE OF THE REGISTRAR

The Office of the Registrar is responsible for the official documentation for student enrollment at the University. The services provided by the Office of the Registrar include course registration, transcript

requests, processing requests for withdrawal or a leave of absence from the University, transfer requests, adding or dropping a course, and certifying enrollment for student loans.

ORIENTATION, REGISTRATION, AND MATRICULATION

Attendance at Orientation is mandatory for all incoming first-year students. All students will be required to register in person on the registration day specified in the College calendar. Failure to register on that day may be grounds for dismissal. Full tuition and fees and prior debts must be paid in full on or before registration day each academic term. Matriculation and promotion are subject to satisfactory completion of all academic requirements and payment of all outstanding debts to the University. Prior to registration official transcripts, including a final transcript indicating conferral of Bachelor's degree and transcripts from all colleges and universities that the student has previously attended, must be on file in the Office of the Registrar. In addition, the following items are required: a physical exam, immunizations as outlined on the physical examination form, and proof of health insurance.

For years two, three, and four students are registered electronically one month prior to the beginning of the new Academic year.

BURSAR'S OFFICE

The function of the Bursar's Office is to manage student accounts and collect tuition and fees from students on behalf of the University. The Bursar's Office receives and disburses the federal and private loans that the students receive through the Financial Aid Office. The Bursar's Office also processes refund checks for students who receive funds in excess of their tuition and fees to cover their living expenses while attending the University. In addition, the Bursar works with those students who are having financial difficulty meeting their financial obligations to the University.

TUITION PAYMENT

Touro University accepts all major credit cards, bank checks, certified checks, personal checks money orders and wires. Touro University does not accept cash, foreign checks and checks made payable to a third party.

Estimating costs for one academic year of study at Touro University's College of Pharmacy should include tuition and fees, laptop computer and printer, books and supplies, room and board, and other miscellaneous expenses. Actions of the Board of Trustees setting tuition and fees for the academic year are established during the previous spring term. The most current tuition and fees are as follows:

- Tuition - \$44,100 in the 2015-2016 Academic Year.
- Student Health Clinic Fee - approximately \$275 per year.

STUDENT FINANCIAL AID

See APPENDIX G: Financial Aid Online Resources, in the Touro University Catalog (http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf), p. 165.

The program provides financial assistance to students who, without such assistance, would be unable to attend TUC. It is to this end that TUC participates in and receives funds from federal, state and local sources, some of which may include: Federal Subsidized Stafford Loans; Federal Unsubsidized Stafford Loans; California Graduate State Fellowship; Western Interstate Commission for Higher Education (WICHE) Veterans Administration Benefits.

Eligibility for financial assistance is determined by means of a federally recognized Need Analysis System. These systems review and evaluate student income and assets and determine what amount of personal resources should be available to meet the cost of education as determined by respective College. If resources are less than expenses, then students are considered to have an established financial need and are eligible to receive financial aid funds. The above is based on the premise that students will submit all required documentation on time to the Financial Aid Office and that there are financial aid funds available at the time the application is reviewed.

The TUC financial aid philosophy assumes that all students should be prepared and willing to provide some of the financial resources needed during their enrollment. Students may do this by providing funds to cover their living expenses (rent, food, utilities, and transportation). If necessary, the University can assist students with their living expenses through alternative loans or work-study programs.

The financial aid funds that a student will receive while in attendance at TUC are primarily student loans. In order to maintain as limited indebtedness as possible, TUC encourages students to investigate other avenues for possible grants, scholarships, low interest rate loans and free money. Other financial resources include religious organizations and private organizations with which students or family members are currently affiliated. Students wishing to speak with the Director of Financial Aid are encouraged to make an appointment. Walk-ins will be accepted.

FINANCIAL ASSISTANCE PROGRAMS ADMINISTERED BY FEDERAL & STATE AGENCIES

Federal Subsidized Stafford Loans & Federal Unsubsidized Stafford Loans

Federal Subsidized Stafford Loans – The US Department of Education pays the interest while the student is in a deferment status and during the grace period.

Federal Unsubsidized Stafford Loans – The student pays the interest while he/she is in a deferment status and during the grace period.

These loans are made through lending institutions, such as banks, etc. The federal government guarantees repayment of the loan and may pay the interest while the borrower is a student. Students must demonstrate financial need throughout the University's regular financial aid application process to receive a Subsidized Stafford Loan.

Funds are issued in two (2) installments during the academic year – one each semester. Loan payments are mailed to the University and released to students in one payment each semester after enrollment and/or satisfactory academic progress have been verified. Prior to receipt of a Federal Stafford Loan an origination and an insurance premium will be subtracted from the proceeds of the loan. These fees are subject to change. The interest rate is variable and capped at 9%. Students are granted a six-month grace period after graduation or withdrawal from the University before interest is charged or repayment begins. The minimum repayment is \$50 per month. A separate loan application must be completed to apply for funds from this program.

Federal Work-Study Program

The purpose of the Federal Work-Study program is to stimulate and promote part-time employment, particularly for those with great financial need. Part-time positions available through the Federal Work-Study Program may involve work at the University or in a public or private non-profit organization. Students may work no more than an average of 20 hours per week when classes are in session and up to 30 hours per week when classes are not in session. In accordance with federal regulations, the student's net earnings—that is, gross earnings minus taxes and incidental expenses—must be applied against the student's cost of education for his/her next period of regular enrollment at the University. The minimum

pay rate for Federal Work-Study positions at the TUC is \$15.00 per hour and students are paid according to established payroll procedures. Eligibility for the University Work-Study Program is determined by TUC's Financial Aid Office.

STATE SUBSIDIZED LOANS

California Graduate State Fellowship

The California Student Aid Commission awards approximately 500 Graduate State Fellowships annually to California residents. Candidates must plan to pursue recognized degrees at eligible California graduate/professional schools and must demonstrate their intent to become a college or university faculty member.

This program assists with tuition and fees. Details and application forms are available from the Financial Aid Office.

Western Interstate Commission for Higher Education (WICHE)

WICHE scholarships are available to Pharmacy school applicants from Arizona, Montana, New Mexico, Washington and Wyoming. These states may be able to assist students in achieving professional goals through the Western Interstate Commission for Higher Education. WICHE's Professional Student Exchange Program enables students to enroll in out-of-state graduate/professional program when those fields of study not available at public institutions in their home state. Home states pay a support fee to the College to help cover the cost of the student's education for the "normal" length of the program.

Western States students are urged to apply for certification in the program by October 15th of the year preceding anticipated admission.

VETERANS BENEFITS

Many programs of educational assistance benefits are available to those who have served in the active military, naval or air service and to their dependents. Detailed information on all veterans' benefits can be obtained from offices of the Veterans Administration

The standards of academic progress for students receiving educational benefits through the Veteran's Administration are as follows:

Probation is defined as a period of time during which the student's progress will be closely monitored by the Academic Standards Committee and the Assistant Dean for Pharmacy Student Services.

The period of probation will be a maximum of three (3) consecutive semesters.

A student who is placed on probation for more than three (3) consecutive semesters will be ineligible for certification of educational benefits through the Veterans Administration.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY

TUC must establish, publish and apply reasonable standards of satisfactory academic progress for financial aid eligibility as required by federal law for all students including those applying for or currently receiving federal, state or institutional financial assistance and veterans educational benefits administered by the University.

ACADEMIC STANDARDS OF PROGRESS

Federal regulations which govern the various federal financial aid programs stipulate that in order for a student to continue to receive financial aid funding, he/she must maintain "Satisfactory Academic Progress" as defined by the institution. In the definition, the institution must establish a maximum time frame in which the student must earn the degree and divide the maximum time frame into increments not to exceed one academic year.

The degree of Doctor of Pharmacy is granted to, and conferred upon, candidates who are of good moral character and who have satisfied all requirements as stated under Handbook Section on Graduation Requirements. A minimum of 45 months must elapse between the date of matriculation and graduation. All degree requirements, however, must be completed within six years following matriculation, (excluding approved leaves of absence).

Any student who, at the end of the academic year, fails to maintain satisfactory academic progress is ineligible to receive financial aid, including student loans.

MONITORING ACADEMIC ENROLLMENT/SATISFACTORY ACADEMIC PROGRESS

Verification of enrollment will be made prior to all disbursements. Also, the academic records will be reviewed at the end of each semester to determine if he/she is maintaining and progressing toward an educational goal. The student must complete the units for which he/she receives financial aid funds and maintain a cumulative grade point average (GPA) of at least 2.0 for each semester financial aid is received.

As required by federal law, reasonable standards of satisfactory academic progress for maintaining financial aid eligibility have been established by Touro University for all degree granting programs. These standards apply to all students. The policy procedure for "Assessing Financial Aid Status" is as follows:

Policy

1. All full-time students must complete their academic program in the maximum time frame allowed for their specific program and must maintain the cumulative GPA, as specified by their program, at the end of each semester in order to be considered progressing satisfactorily toward their degree. Students enrolled on a less than full-time basis will have their standard time frames for program completion pro-rated and expected program completion per academic year (% of coursework completed) pro-rated based upon the credit hours or contact hours attempted per semester.
2. All students are required to accumulate credits toward graduation and are expected to successfully complete a minimum percentage of their academic program each year, not including those courses in which grades of incomplete were received, course withdrawals that occurred or remedial coursework which was performed as specified by their academic program. All periods of enrollment will be included regardless of whether or not a student receives financial aid
3. Students who are not maintaining the minimum cumulative GPA as specified by their program at the end of any semester will be placed on financial aid probation by the Director of Financial Aid for the following semester (as defined by their program). While on financial probation students will be eligible to receive financial aid funds.

4. If a student's cumulative GPA remains unsatisfactory after the completion of the semester in which he/she is on financial aid probation, the student will be placed on financial aid suspension and no financial aid funds will be awarded until satisfactory academic progress has been attained (cumulative GPA is brought up to academic program's minimum requirement).
5. Students who are denied financial assistance on the basis of unsatisfactory academic progress may regain financial aid eligibility by satisfactorily completing, at their expense, those courses required to attain the minimum cumulative GPA specified by their academic program. This statement does not imply that continuation in any academic program is the prerogative of the student.
6. A student will be allowed a maximum of two nonconsecutive financial aid probationary periods while enrolled at Touro University. A student who does not attain satisfactory academic progress at the conclusion of his/her second probationary period will be placed on financial aid suspension permanently and will not regain financial aid eligibility for the remainder of his/her enrollment period at Touro.
7. A student must document the reasons for failure to meet the standards of satisfactory academic progress for financial aid eligibility and must include a plan that demonstrates a means for the student to bring his/her academic progress up to the satisfactory standards within a period of one semester. The student will be permitted to attend and present his/her appeal for financial aid eligibility to the Financial Aid Committee, which will make the final determination.
8. Satisfactory academic progress standards may be waived if a student has undergone personal hardship; for example, a student experiencing unusual stresses in life that prevent him/her from being able to handle a full-time academic load.

Procedure

The Financial Aid Office will be responsible for assessing the financial aid eligibility status of all students by monitoring their academic progress through documentation received from the Office of the Registrar and the Office of Pharmacy Student Development.

1. At the end of each semester, the Financial Aid Office will send a written notice to students who are not maintaining cumulative GPA requirements as specified by their academic program warning them the effects of being placed on financial aid probation. A copy of the written notice will also be sent to the academic Dean.
2. If a student is placed on financial aid probation due to not meeting standards of satisfactory academic progress, the Financial Aid Office will reinstate his/her financial aid eligibility upon receipt of written confirmation from the Registrar that standards of satisfactory academic progress have been met. The Financial Aid Office will provide written notification to the student of his/her compliance with standards of satisfactory academic progress, cancellation of his/her suspension and reinstatement of aid. This notification will also be provided to the academic Dean of the College in which the student is enrolled. Financial aid eligibility will not be reinstated for preceding semesters during the academic year in which the student did not meet standards of satisfactory academic progress.
3. A student on financial aid probation or financial aid suspension may appeal the decision of the Financial Aid Director by indicating in writing to the Financial Aid Committee the following:
 - a. The reasons why the minimum academic standards of progress were not met;
 - b. The reasons why his/her aid eligibility should not be terminated or should be reinstated.

- c. A plan that demonstrates a means to bring his/her academic progress up to satisfactory standards within a period of one semester.
- d. The Financial Aid Committee will review the appeal. The Financial Aid Committee will vote and render a final decision regarding the appeal. The Financial Aid Committee will send written notification of the decision to the student and the academic Dean within three (3) weeks of the receipt of the written appeal.

FACULTY MENTORS/ADVISORS

The faculty advisor program plays an important role at TUC. Students and faculty work very closely together in the academic arena. This kind of educational interaction permits students to get to know their teachers and vice-versa. Students are encouraged to use the advice, expertise and help of the faculty through the faculty advisor program. At a minimum, the faculty advisor is an advocate who takes a personal interest in his/her assigned students. Clinical departments assume responsibility for advising students in the clinical years. In addition to a faculty advisor, a student may seek the advice of a mentor. The College will endeavor to assist in this process.

Students should feel free to contact their faculty advisor as frequently as necessary for advice, encouragement and support. Faculty advisors do assume a pro-active role and become involved with their students when performance levels fail to meet minimum academic standards.

The College of Pharmacy maintains a faculty advisor system for all its students. One purpose of the advising system is to enhance the learning experience of students and to build better and stronger ties between students and faculty. Another purpose is to support the student retention effort of the College. Each faculty member is expected to serve as an advisor to students and to student teams, as assigned. Faculty advisors serve primarily as an academic guide and a professional role model for students.

STUDENT LEARNING SUPPORT PROGRAM

Through the Learning Resource Center, Touro University offers students **peer tutoring** services without charge. Tutoring is available during all academic years and is designed to help students enhance their test taking skills, modify their study habits and/or focus on critical material and content.

Students are eligible to apply to tutor a subject if they are approved by the chair of the department in which the course is taught. Students must be able to communicate effectively, have mastered the course material and be in good academic standing. Tutors receive an hourly honorarium for their service.

Student tutors must have registered in the TUC Office of Student Services to be eligible for reimbursement of services.

Initially, students need not be in academic difficulty to request peer tutoring. However, following the first examination, those students who are receiving a grade of 80% or lower in a course will be given priority in the program. Applications to tutor and requests for tutoring services are available in the Learning Resource Center. Students requesting a tutor must be registered in the Learning Resource Center in order to benefit from tutoring services.

STUDENT REPRESENTATION

Student Government Association (SGA)

SGA is the official voice for all students. The organization is open to all students in the University and welcomes proposals and participation from the entire body. The Office of Pharmacy Student Services will

assist student pharmacists to take student government leadership positions in SGA, including running elections. Under the constitution, Students must be on campus 15 weeks prior to running for a position and be in good academic standing

The responsibilities of SGA include: collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the student body, promoting professional education, supporting club and class activities and working to improve the quality of life for all students at TUC.

The Office of Pharmacy Student Services assists students to develop and sustain organizations affiliated with professional associations such as the American Society of Health-System Pharmacists (ASHP), the National Community Pharmacists Association (NCPA), the Academy of Managed Care Pharmacy (AMCP), the California Pharmacists Association (CPhA) and/or the California Society of Health-System Pharmacists (CSHP), American Pharmacist Association (APhA), the International Society of Pharmacoeconomics and Outcomes Research (ISPOR), American College of Clinical Pharmacy (ACCP), and the Student National Pharmaceutical Association (SNPhA), depending on student interest and the availability of faculty advisors. Students will be encouraged to attend and participate in professional meetings. Any decisions regarding student governance are subject to approval by the administration of the college and ultimately, the university.

The college has established chapters of Rho Chi, pharmacy's honorary academic recognition society and Phi Lambda Sigma, pharmacy's honorary leadership recognition society. The college may also decide to support the establishment of professional fraternal organizations (Phi Delta Chi, Rho Pi Phi, Kappa Psi, Kappa Epsilon, Lambda Kappa Sigma) if there is sufficient student interest and faculty available as advisors. All organizations approved by the college must have written policies that promote professionalization as the primary goal and prohibit exclusion of new members based on gender, ethnicity or other demographic characteristics.

Touro Pharmacy Alliance (TPA)

Touro Pharmacy Alliance is an umbrella organization of professional pharmacy organizations dedicated to collaboration, professional unification, and increased opportunities for student pharmacist members. Member organizations include APhA, CPhA, ASHP, CSHP, SNPhA, ACCP, AMCP, ISPOR and NCPA.

For more information about each organization & how to join, please refer to the following webpage for each links to the organizations and TPA Presidents: <http://www.tustudentlife.com/clubs/tpa/about/>

RECOGNITION OF STUDENT ORGANIZATIONS

To ensure that organizations seeking recognition meet the high standards of TUC and its student population, the appropriate SGA shall have the power to recognize all student organizations.

1. The students and faculty advisor seeking group recognition must complete a petition for recognition.
2. The petition must include the organization's name and goals, proposed charter, name of faculty advisor, and list of charter members.
3. A complete copy of a proposed charter or constitution and by-laws must be attached to the recognition petition.

Student Government Association Recognition Process

1. The SGA will review the petition.

2. The SGA has the authority to approve, approve for a one-year probationary period or disapprove the organization.
3. A majority vote of those SGA members voting shall determine the status of the applicant group. Appeal of the SGA decision may be made to the Assistant Dean for Pharmacy Student Services.
4. The SGA shall ensure that no action shall be taken concerning the student organization's status unless the organization in question has an opportunity to hear the charges made against it and present its side of the issue.
5. The SGA shall ensure that a group submitting an unapproved application may resubmit its application at any time after having satisfied the objections of the SGA.

COP Office of Pharmacy Student Services

1. Review the petition for a new university organization to ensure proper documentation
2. Recommends approval or denial;
3. Forwards the recommendation to the appropriate Dean or Program Director.

TUC Office of Student Services

Reviews the petition for a new university organization and approves or disapproves it.

The SGA conducts an annual review of all approved student organizations to determine whether the organizations are indeed providing activities and services that are consistent with their charter enabling them to accomplish their organization's goals. Based on the results of its annual review, the SGA, by vote of its members, makes a recommendation to the Office of Student Services and Dean of Students regarding the renewal of an organization's approved status. Following administrative review by the Office of Student Services and Dean of Students, a recommendation is submitted to the appropriate college dean.

The voting options available to the SGA are to recommend approval, denial or probationary status for an organization. A student organization whose activities have been substantively inconsistent with its charter or have failed to lead to progress toward its goals shall be recommended for probationary status. Continued failure of a student organization while on probation to provide activities consistent with its charter and goals shall result in a recommendation to deny renewed recognition.

STUDENT REPRESENTATION ON COLLEGE/UNIVERSITY COMMITTEES

Student representation is provided on appropriate college/university committees. Any full-time student in good academic standing (i.e., not on any form of probation) is qualified to seek appointment or election to serve in a representative capacity on these college/university committees. Interested students must apply by the posted deadlines to the SGA for consideration. Students who have committee assignments and are placed on Academic probation will be required to resign their position and another student will be elected to serve on the committee.

OFFICIAL REPRESENTATION

To ensure that a positive image of TUC is maintained, TUC students may not officially represent the University and/or its colleges or any institutional committees on any local, state or national student-oriented organization that is not recognized by TUC.

STUDENT MEDIA RELEASE FORM

Students are asked to sign a form that authorizes Touro College and University to photograph and/or videotape them, and to display, use and/or otherwise utilize, in original or modified form, their face, likeness, name, information, voice, and appearance in all media known or yet to be devised everywhere in perpetuity. There is no limitation of use in online webcasts, television, motion pictures, films, newspapers, publications or use by third parties. Use may be in all forms including digitized images, for advertising, publicity, or promotional purposes, including the promotion, public education, and/or fundraising activities of the College and University, without compensation, reservation, or limitation. The College is under no obligation to produce or use any such likenesses of any individual.

The form releases the College and University, its officers, directors, agents, employees, independent contractors, licensees and assignees from all claims now or in the future relating to the images. Touro College, or its grantees or assignees, will be the sole owner of all tangible and intangible rights in the above mentioned photographs and recordings, with full power of their use.

STUDENT INPUT AND COMPLAINTS

Students will be encouraged to voice their opinions through assessment procedures and through the Curriculum Committee, the Admissions Committee, the Academic Standards Committee, and the Dean's Student Advisory Committee as well as to the Assistant Dean for Pharmacy Student Services. In addition, individual students will have the opportunity to voice opinions and concerns at class forums, which will be scheduled as needed. Assessment procedures will include student focus groups to discuss aspects of their pharmacy education. Feedback from these sessions will be used to improve the program. Other assessment activities relating to the faculty, the curriculum and the overall program will include student evaluations.

Student complaints will be submitted to the Assistant Dean for Pharmacy Student Services who will assess the situation in consultation with the Dean and/or the Dean's Council. All written student complaints will receive responses. Students will be informed of appeals and/or grievance policies where they are not satisfied with the outcome of their complaint or grievance. We will attempt to prevent serious problems from developing and we will promote early resolution of problems through the Assistant Dean for Pharmacy Student Services to keep the Dean's Management Team members aware of student problems.

STUDENT ORGANIZATION STATIONERY USAGE POLICY

To use the stationery bearing the University logo, seal or facsimile thereof in any correspondence, a student organization must have approved status and have received approval from the TUC Associate Dean for Student Services. Requests to use stationery bearing the college/institutional logo or seal should be submitted in writing to the TUC Associate Dean for Student Services.

CO-CURRICULAR ACTIVITIES

The college of pharmacy incorporates co-curricular experiences that advance the development of professional attitudes and behaviors in all students. Co-curricular experiences are external to classroom, laboratory and practice site experiences, but complement and advance the learning that occurs within the formal curriculum, particularly learning related to approaches to practice and care and personal and professional development.

Co-curricular activities may include, but are not limited to:

- participation and/or leadership in college, school or university student government
- service on college, school or University standing or ad-hoc committees
- active membership and/or leadership in pharmacy, scientific, and/or other professional organizations (local, state, national)
- community service above and beyond that required within the curriculum
- serving as an 'ambassador' for college, school or University admission offices
- public health and wellness promotion activities (health fairs, in-services, immunization events, "brown bag" medication reviews, patient safety programs, etc.)
- practice or research-focused internships where academic credit is not awarded
- participation in leadership/entrepreneurship/advocacy development programs offered by the college, school, university, state associations, national pharmacy organizations, and/or drug companies
- participation in state Legislative Day (or equivalent) activities
- participation in programs that broaden professional horizons in areas such as scholarship, research and post-graduate education
- participation in organizations that promote interprofessional understanding, mutual respect, and collaboration (e.g., IHI Open School)
- participation in reflective professional development retreats

EXTRA-CURRICULAR ACTIVITIES

Students or student organizations wishing to host events involving extracurricular academic activities, i.e., speakers, mini-courses, drug fairs or non-credit courses, or any function on campus, must have the approval of the Office of Student Services. Written requests to approve the sponsored extracurricular activities by a student or student organization shall be submitted. Request forms are available in the Office of Student Services.

Students or student organizations wishing to participate in (but not host) events involving extracurricular activities, i.e. health fairs sponsored by other organizations where students will be taking an active role providing services, must have the approval of either the COP Assistant Dean for Student Services or the COP Assistant Dean for Administration.

PUBLICATIONS

Yearbooks and other student publications are published upon approval from the College and/or the University.

ON-CAMPUS STUDENT EVENTS

To provide a mechanism for student groups (organizations, classes, etc.) to have on-campus student events, all student groups (organizations, classes, etc.) seeking to have an on-campus student events must have prior approval of the Office of Pharmacy Student Services which will advise the student organizer of the necessary steps to follow in order to schedule the event. Student groups (organizations, classes, etc.) can obtain a Student Activity Approval/Room Reservation Request form from the TUC Office of Student Services. The Student Activity Approval/Room Reservation Request form needs to be completed and submitted at least two weeks before the on-campus student event is to be held to the Master Calendar Committee (MCC).

Once the event has been approved by the Master Calendar Committee (MCC), the student will be notified by the Assistant Dean for Pharmacy Student Services of the procedure to be followed. Any event sponsored by student groups (organizations, classes, etc.) which violates any of the provisions of the policy on "On-Campus Student Events" will be subject to cancellation or termination.

CATERING PROCESS

Students are required to use the University's catering service for University sponsored events held on campus. The following process is required:

- Once a Catering Request Form has been received at least two weeks in advance, the Director of Food Service will then contact the Office of Pharmacy Student Services to discuss the menu and determine the cost of the service requested. It is important that the type and number of meals requested is as accurate as possible since this cost will be binding.

ALCOHOL POLICY FOR STUDENT EVENTS

The University will not authorize the use of general student fees or other funds collected and administered by a University office or agency for the purchase, supply or serving of any alcoholic beverage or to partially or totally support events where alcoholic beverages are served or provided to student participants as part of the event. This policy does not apply to approved functions that are directly sponsored and organized by the University.

DRESS CODE

Students must maintain a neat and clean appearance befitting students attending a professional school. Therefore, attire should convey a professional appearance whenever the student is on University grounds, or on a clinical rotation or program.

On campus the mode of dress is determined by each student's professional judgment, unless a department has a dress code for particular activities. Clothing having caricatures, messages, symbols, etc., that can be construed based on societal norms to be vulgar, offensive, or contribute to creating a hostile learning environment is considered to be unacceptable attire, and demonstrates inappropriate professional judgment that is subject to review. For advice contact the Office of Pharmacy Student Services.

DRESS CODE FOR CLINICAL ACTIVITIES

On clinical rotations, students must wear dress that is professional in nature. White coats with TUC issued name tags are required. Male students should wear collared shirts with ties. Female students should wear dresses or slacks/skirts with dress shirts. Closed-toed shoes are required. Specialty rotations or specific training sites may designate other prescribed clothing such as scrubs and/or tennis shoes. A professional appearance mandates the conservative use of jewelry, hair color, and clothing selection. Any clothing, hair color, jewelry, or body piercing that may cause a concern with affiliated faculty, hospitals, or patients should be avoided. Students may be asked to change their appearance to conform to the dress code of rotational sites. Additional dress code policies are found within the student manual for rotations.

STUDENT HEALTH CLINIC

The required Student Health Clinic Fee of \$275 enables the student four ambulatory medical care visits and the processing of the vaccination records at the Touro Student Health Clinic. When a student needs

to see a doctor, he/she may make an appointment with the Student Health Clinic in Wilderman Hall, Room 114. The Clinic is usually able to accommodate same day appointments for students by calling (707) 638-5700. Health Clinic hours are Monday through Thursday, from 7:00 a.m. to 5:00 p.m., and on Friday, 8:00 a.m. to 3:00 p.m. See <http://studentservices.tu.edu/studenthealth/index.html> for details.

Student health services are also available at the off-campus branch of the Solano County Health Clinic. The Vallejo Family Health Services Clinic is located at 365 Tuolumne Street, Vallejo, CA 94590 <http://com.tu.edu/departments/primarycare/solanocountyclinic.html>.

STUDENT MEDICAL INSURANCE

Because the University is concerned for the health and welfare of its students, the University mandates participation in the Touro University Student Health Insurance Plan, unless the student is approved to be waived out of the program. In order to be waived out of the program, the student must have health insurance that meets specified criteria.

By enrolling in Touro University, students acknowledge that they are required to have medical insurance at all times during enrollment. They further acknowledge that if they do not have a plan that meets or exceeds the defines standards of the insurance plan offered through the University, they will be responsible for paying for the Touro University student group insurance plan either personally or through financial aid funds.

Details of the Touro University Student Health Insurance Plan coverage and costs, as well as information on the waiver procedures, are provided to students in advance of registration.

MEDICAL RECORDS

Medical files are maintained separately from the other student files. Information provided by students at matriculation (e.g., immunization records, emergency medical form, medical history and physical information) is collected and retained by the Student Health Clinic. Contact the Student Health Services Administrator for record inspection. Students will be required to have a history and physical which will include the vaccination records prior to matriculating. All incoming students must show proof of immunization against measles, mumps, TDaP (tetanus, diphtheria, and pertussis), and hepatitis B. Proof of immunity with serological titers for rubeola, rubella, mumps, varicella, and hepatitis B are required. Each student must present evidence of the absence of active tuberculosis infection on an annual basis. If PPD(+)-CXR required prior to matriculation, then TB Symptom Checklist is required annually thereafter. (<http://studentservices.tu.edu/studenthealth/Immunization%20COP%20revised%206-18-15.pdf>)

Immunization records will be kept on the E*Value System in My Folio. They are entered by Student Health for HIPAA compliance, and made available to preceptors for rotations.

STUDENT COUNSELING

Touro University has contracted with the Employee Assistance Program (EAP) to provide students with the following:

- In person clinical assessment and up to three sessions per year for students and household members
- 24 hour per day/7 days per week emergency telephone contact

- Telephone consultation for Mental Health, substance Abuse, Financial and Legal Counseling, Childcare and Eldercare Search

You can access the service EAP by calling 1-800-865-1044 or see www.proeap.com. All aspects of student counseling are strictly confidential.

CRIME AWARENESS & CAMPUS SECURITY ACT

As required by Federal law, Touro University California makes information available to students about policies and procedures to report criminal actions on campus, current policies concerning security and access to facilities on campus, and information on campus law enforcement and statistics concerning incidents of campus crime. The policy statements address TUC's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. The Report includes three years' worth of statistics for certain types of crimes that were reported to have occurred on campus, in our off-campus buildings or property owned or controlled by TUC, and on public property within or immediately adjacent to the campus. This report is available online at <http://facilities.tu.edu/safety/>. The direct link to the pdf document is

<http://studentservices.tu.edu/resources/docs/otherservices/2015AnnualSecurityReport.pdf>.

You may also request a paper copy of this report from the Associate Vice President of Administration or the Associate Dean of Student Services.

Please note, this year's Annual Security Report contains new language, policies, and definitions required by the Violence Against Women Act (VAWA) amendments to the Clery Act. These changes have also been incorporated into the current Student Catalog available at http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf

Section IV - General Academic Policies

PERMANENT ADDRESS

The Office of the Registrar maintains the official permanent address for all enrolled students of TUC. Each student has the responsibility to provide the Office of the Registrar with a current address, email address and phone number. Students also are expected to furnish the Registrar with their local address and telephone number. Any change of address, email address and/or telephone number must be reported to the Registrar.

NAME CHANGE

The university adjusts its records appropriately if a student legally changes his/her name. A student who has a legal change of name must submit, to the Registrar, the legal documents (court order, marriage license, etc.) related to the change. All permanent records are changed to conform to the student's legal name.

TRANSCRIPTS

Unofficial copies of student transcripts are available electronically through the TUC Website. In order to request an official transcript, written authorization must be submitted to the Office of the Registrar. A form for such a request is available from the Registrar. There is a \$5.00 fee for each transcript requested (see the TUC Catalog <http://studentservices.tu.edu/registrar/transcripts.html> for other costs and ordering instructions). The transcript is official only when it bears the signature of the Registrar and the seal of the University. Transcripts may be withheld from students who are delinquent in their financial obligations to the University, or any of its affiliated hospitals or clinics. If the University has knowledge that a student or graduate is in default on any federal, state, outside agency institutional loan or service obligation, the University will withhold all official transcripts, and letters of recommendations for internships, residencies, employment, staff privileges, specialty certification, and licensing.

NEW STUDENT ORIENTATION

Orientation programs are planned each year by the Office of Pharmacy Student Services to welcome and facilitate the integration of new students. In conjunction with the orientation programs, students register, receive financial aid information, and learn about college services available on campus. In addition, students are provided with opportunities to interact socially with peers and family, meet faculty, administrative and staff members, and develop a sense of belonging to the University and individual college communities.

Prior to matriculation, new students receive an e-mail pre-orientation packet that contains general information about the college program of study, class schedules, etc. Students will be notified regarding the dates of the orientation. The Orientation program includes an introduction of the curriculum; a review of policies and procedures; information on library services and accessing the learning center; and information to help the student better understand computer applications required for successful class

participation. The orientation program will be held three days prior to the first day of class instruction. All students are required to attend all phases of the orientation program.

STUDENT IDENTIFICATION

The Office of Student Services issues photo-identification (ID) badges to new students during orientation or the first week of class. This badge must be worn while a student is in any institutional facility or is participating in a clinical rotation at another facility. This ID badge must be displayed in such a manner that it is readily visible. Failure to wear and/or properly display the student identification badge during orientation may result in a member of the security staff requesting the student to leave the building, denying the student admission to the building or referring the student to the Assistant Dean for Pharmacy Student Services. If a student identification badge is lost or stolen the student is required to inform the Office of Pharmacy Student Services arrange for a replacement badge. A fee of \$10.00 will be charged to replace a lost or stolen ID badge.

NAME TAGS

COP students involved in patient-related activities are required to wear a name tag which clearly shows their name and identifies the program and college in which they are enrolled. The Office of Pharmacy Student Services provides name tags with the following format:

John Smith
College of Pharmacy
Student Pharmacist

STUDENT RECORDS

Access to and Disclosure of Educational Records

Students who are currently or have been previously enrolled at the institution have the right to inspect and review certain educational records and to withhold from release certain personally identifiable information in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. This policy regarding student access to educational records does not include the right to review such items as confidential letters and statements of recommendation if the student has waived the right to inspect and review those recommendations.

Disclosure of Student Directory Information

The University designates the following personally identifiable items as Student Directory Information: Student name, address, telephone number, e-mail address, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The University may disclose any of those items listed above as public information without prior written consent, unless notified in writing to the contrary by December 31 of each academic year. Other confidential personal information not listed above as Student Directory Information may not be disclosed to third parties without the prior written consent of the student, except under certain circumstances. These exceptions include, but are not limited to, disclosure to institutional officials performing assigned duties related to the educational or accreditation interests of the University, agencies verifying the financial aid status of the student, parties involved in health or safety emergencies related to the student or others, and certain law enforcement, legal or judicial authorities.

Procedure for Disclosure and Access to Student Records

Disclosure and access to a student's educational records may be requested through institutional policy as follows: A student desiring to inspect and review his or her records must submit a written request directly to the person in charge of the desired records (see below). The request will be granted within a

reasonable time period, not to exceed 45 days. Inspection of records is made in the presence of the administrator or designee responsible for maintaining the records.

Disciplinary Records

Disciplinary files are maintained by the Office of Pharmacy Student Services in a confidential, secured area. Contact the Assistant Dean for Pharmacy Student Services for record inspection.

Medical Records and Immunizations

Medical files are maintained separately from the other student files. Contact the Director of Student Health for record inspection. Contact the Main desk at 707-638-5220 or by email at tuc.studenthealth@tu.edu

Academic Records

Student academic records are maintained by the Office of the Registrar and include a summary of all required and elective courses and grades, record of audited courses, evaluation of student rotations and preceptorships and class ranking. Students may access and inspect their records by making an appointment with the Registrar's Office. Students can monitor their progress and grades on Blackboard.

Class Rank

Class rankings are usually provided to currently enrolled students in applicable programs and may be requested from the Office of the Registrar either in person or in writing. Class ranking is determined on the basis of the cumulative percentages earned from all completed required courses. Individual course grades are weighted in the formulation relative to course credit hours. Credit hours earned from courses evaluated on a pass/fail basis, including elective courses, are not used in the determination of cumulative-weighted grade point average.

Audited Courses

An audited course is defined as the registration and participation of a student in a course for which the student receives no credit or grade. However, a record of the audited course will be maintained in the student's permanent academic file. Students interested in registering to audit a course should first contact the course coordinator who must approve enrollment. Procedures for registering for audited courses can be obtained from the Office of the Registrar. Registration for audits must be completed during the normal registration period. Students registered for an audited course cannot change back to credit for the course after the first day of class.

EXAMINATION POLICIES

Examination Schedules

The responsibility for developing and coordinating these schedules rests with the participating department chairs.

Examination Download Policy

Formative exams (referred to as "Block" exams) and high stakes exams (referred to as the "Triple Jump Exam", TJE) are delivered using the Softest application (ExamSoft.com). All exams are posted to ExamSoft and announced to the students at least 72 hours before the scheduled exam start. Students are strongly urged to download the exam **at least 24 hours before the scheduled exam start**. If a student waits to download the exam until the day of the exam and has problems that delay the download into the time scheduled for the exam, no additional time will be given to the student to complete the exam.

Examination Protocol

Both the student and faculty member/instructor are responsible to ensure that the examination protocol is followed consistently. The following are the procedures that are to be followed when administering an examination:

1. Students are required to be present for all scheduled examinations.
2. A student cannot be given an examination more than 15 minutes after the scheduled start time or after the first person has left the examination room. The finish time for the examination will be as for the students who arrived on time.
3. The student unable to attend a scheduled examination for any reason must notify the Office of Pharmacy Student Services as soon as possible prior to the start of the exam. The Assistant Dean for Pharmacy Student Services in conjunction with the Course Coordinator will determine whether the absence is excused or unexcused. Absences due to illness must be supported by a physician's note in most cases. The student should also immediately inform the Course Coordinator of his/her absence from the examination. Contact may be in person or via voice mail or e-mail.
4. In the case of an excusable reason, the make-up examination must be accomplished within 72 hours. In the case of an illness or extenuating circumstances, the make-up must be accomplished within 72 hours of a physician/mental health practitioner release or reasonable resolution of the extenuating circumstances. Extenuating circumstances may require an extension of the make-up period. This will be coordinated by the Course Coordinator and Assistant Dean for Pharmacy Student Services.
5. If a student fails to appear for an examination, the proctor will notify the Course Coordinator and the Assistant Dean for Pharmacy Student Services.
6. Failure to make up an examination within the specified time period will result in a grade of "Zero" for that examination.

Assessment of the student's knowledge is essential. This not only reflects what the student has learned, but also the quality and content of the information presented. It is therefore essential that examination decorum must be maintained at all times to ensure fairness and validity. Students are expected to maintain at all times a decorum and demeanor that is consistent with accepted academic and professional standards during examinations. The following policies are uniformly applied to all courses given during the first two years.

- Arrive on time; students who arrive later than 15 minutes will not be given an exam and will receive a score of "Zero," likely resulting in failure of the course.
- Turn off your cell phone and stow all belongings except allowed materials for the exam along the walls of the exam room, or designated breakout rooms as assigned. Test takers cannot bring cell phones, smartphones (e.g., BlackBerry, iPhone, or Android devices), PDAs, digital watches, smartwatches (e.g., Apple watches) or other electronic, recording, listening, or photographic devices into the test center.
- Remove any caps, hats, and beanies. Hooded sweatshirts must be down.
- Take your assigned seat.
- Use only a laptop computer and a non-programmable calculator (when allowed).

- No eating. Only water in a transparent bottle is allowed.
- Work independently with academic integrity.
- Do NOT ask questions during examinations. Students may ONLY point out typographical errors in exam questions.
- You are not allowed to use the restroom, except in an emergency. You must pause SofTest and close your laptop before leaving the room. Only one student may use the restroom at a time. After the first student has uploaded his/her exam, no one will be excused to use the bathroom.
- Do NOT stay in the hallways outside the exam room. Your talking is distracting to those remaining.

The Block Exam “Challenge” Process

- Following each 1.5 hour – 2.5 hour Block exam, answer sessions will be held after a short break of 10-15 minutes. For example, if the Block exam ran from 9:00-11:00 am, the answer session might occur from 11:15-12 pm. Sessions will be held in the respective classrooms (P1 in LH 160, and P2 in LH 170).
- Depending on departmental policy, students may be allowed to self-select small groups to review the exam. The Course Coordinator will provide numbered, printed copies of the examination questions and answers for individual students to sign out. Students will be given adequate time to review and discuss every question with their group members, and to formulate challenges on the template provided. Supporting reference(s) must accompany challenges. Faculty will not participate in this process, but will help sign in all copies of the examination key, and collect the completed challenge forms.
- For Track 4, the Course Coordinator reviews exam answers as a class via the overhead monitors. Challenges to exam questions should be submitted to the class curriculum representative immediately following the exam review, who will e-mail them to Course Coordinators by 1pm after ensuring they comply with the Course Coordinators guidelines for submission.
- Coordinators will promptly distribute electronic copies of the challenge forms to the respective (question-writer) faculty member.
- Faculty members will “accept” or “deny” each challenge, and return their decision via the electronic template to the Coordinator. Coordinators will communicate challenge results to the class.
- Final (adjusted) exam scores are typically posted within 72 hours or 3 working days after the challenge due date.
- Once grades have been determined, the only rationale for an appeal to change a grade would be an error in calculation.

ATTENDANCE POLICIES

It is expected that students will attend all classes in the scheduled curriculum, all laboratory activities, clinical rotations, electives, and audited courses. Individual courses may establish more specific attendance requirements. Students who must miss laboratory or rotation sessions must notify the instructor or preceptor as soon as possible prior to the session to allow for any necessary accommodations. Absences from any instructional session for any reason do not relieve the student from

responsibility for the covered material. Chronic unexcused absences may be viewed as violations of the Code of Responsibilities and Rights of the Students.

Student Absences to Attend Off-Campus Conferences & Events

A policy has been established for students to be excused from lectures, laboratories, examinations or rotations to attend College-approved off-campus academic and non-academic functions. This policy includes an approval procedure that must be followed by all student organizations and individual students requesting attendance. The following outlines the main points of the policy/procedure:

1. Touro University approved student organizations must first seek and be granted permission from the Assistant Dean for Pharmacy Student Services to send student representatives to the proposed off-campus activity. This written request (usually by the President of the organization) should be submitted in the semester preceding the event and at least no later than one (1) month prior to the activity.
2. Individual students seeking permission to attend an off-campus conference or program must be in good academic standing at the time attendance is granted.
3. The Assistant Dean for Pharmacy Student Services will notify the Course Directors when a student has been approved to attend an off-campus conference or event.

Students approved for attending off-campus conferences or events remain fully responsible for all presented information from missed lectures, classes, laboratories, and/or other course assignments. Any missed examinations must be promptly resolved in coordination with the appropriate Course Coordinator as described earlier.

LEAVES OF ABSENCE

Approved Leave of Absence (LOA)

A Leave Of Absence (LOA) is defined as when a student is officially separated from the institution for a short, defined period of time of more than a semester, but not to exceed a year.

An approved LOA means that the student enrollment will end and will not earn credit for the term. Therefore the student is no longer eligible for Financial Aid for the time period the student is on leave.

A student may initiate a request for a LOA for a health or other personal issue or may be asked to take a LOA by their academic program through the appropriate professional standing committee.

Regardless of whether the LOA request is self-initiated or the student is asked to initiate a LOA by the academic program, a student must submit a completed LOA request petition to the university registrar staff in order to be considered on an approved separation from the university. The student may petition for a LOA prior to the first day of the next term, or within a term; however, the student must complete the LOA request petition prior to the final week of classes or prior to the final exams for the current term. LOAs are not retroactively approved for a prior term.

The student must follow these steps:

The student must obtain and complete a Leave of Absence Request Form. This can be obtained from the Registrar's office or on the web at:

<http://studentservices.tu.edu/registrar/forms.html>.

A student must meet with the Academic Dean or designee (Associate Dean or Director of the Program or Promotions Committee) to discuss the reason(s) for the requested leave and the possible effects on his/her academic program progress.

Once the student has discussed the leave request with her or his academic program administration, and received a signed approval from the academic program, the student must obtain all required signatures from administrative officials in Student Services. A student requesting a LOA must consult with Financial Aid and Bursar office staff members about potential impacts on their current and future financial aid and student account status. Students are encouraged to meet in person or at least have a telephone conversation with these departments as their student financial aid and student tuition payments and student account debts are impacted by a LOA. The Registrar staff will review all of the LOA paperwork and send official notification to the student and to the academic program indicating that the official leave of absence process has been completed and whether or not the LOA was officially approved or denied.

The official start date of the LOA will be the effective date listed on the LOA petition, as long as the date is within the term guidelines. Once the registrar staff receive a completed LOA petition, they will note on the student academic record the date of the approved LOA. Any tuition charges or refunds will be done in accordance with the TUC withdrawal policy. For the purposes of financial aid, a student requesting a LOA is reported to the federal aid program as a withdrawn student. The six month grace period on the student loans will begin as of the LOA effective date. When returning from the LOA, the student will be reported to the federal aid program as enrolled and any student loans will return to a deferred in-school status.

While on an approved leave, the student must notify the appropriate academic program administrator **and** the registrar's office staff of any changes in the conditions of the LOA as agreed upon by the petition process. Students who have an academic plan during their leave must adhere to that academic plan. While on LOA, students are not covered by TUC health insurance or medical liability insurance and may no longer be able to access TUC resources or services unless approved by their academic program. Additionally, if the student needs to extend the leave, it is the student's responsibility to make that request to the academic program administrator **and** the registrar's staff prior to acting upon the requested changes.

Approved LOA for Students on Clinical Rotations

Students on clinical rotations are expected to abide by all program requirements for attendance and communication with their programs. If a student enrolled for clinical rotations must apply for a LOA, they must do so according to the above stated procedures.

Third year COP students who are about to begin clinical rotations and did not pass all requirements, may be required to remediate in the summer by taking an exam or other academic work. Students must be enrolled in a minimum of 6 graduate credit units for the term to be eligible for financial aid.

Dual Enrollment LOA

PharmD students who are also enrolled in the MPH program are considered dual enrolled students. If a dual enrolled student is approved for a LOA from the COP program, they may choose to continue to enroll in the MPH program with written permission and approval from the MPH program director or Dean and their representative COP Dean or designee.

Required Petition to Return from LOA

To return to classes, the student on an official LOA must communicate in writing with the academic program and the registrar office their intent to return from the LOA a minimum of six weeks prior to the expiration of the LOA. Students must submit a completed petition to return to class and initiate contact

with their academic program administrators and any pertinent student services staff to make any needed plans for their re-entry into the program. Failure to do so may result in an administrative withdrawal from the program and the university.

Once approved to return to the university, academic program administrators will reinstate the student as closely as possible to the previous point of progress in the didactic or clinical experience. The point of entry into an academic program and the order of clinical rotations for the clinical student will be determined by the academic program administrator.

Tuition charges for a student restarting classes or for subsequent academic semesters will be set at the tuition rates and policies at the time the student returns. The academic program administrators will make every effort to facilitate the re-entry of the student into their programs, but there are no guarantees of class or clinical placements.

Unapproved LOA

A student who leaves the university prior to program completion without completing the official LOA administrative process may not enroll in future terms without petitioning the program. Students who have been absent from their academic program without official approval for one or more semesters may be required to reapply for admission (see Admissions section of catalog). Students who may complete a term and then not re-enroll for the next term and do not complete the academic program are considered as being on an unapproved LOA. Students who leave the university without an approved LOA may be administratively withdrawn and/or dismissed by the program according to the academic program procedures and university policy; and this time away will count towards the academic program statute of time limitation for degree completion. Students who have an extended unapproved absence from the university will be required to re-apply for program admission through the normal admissions processes.

Maternity Leave of Absence

Enrolled students who become pregnant may request a maternity leave of absence. The amount of leave time granted depends largely on the personal needs of the student and the timing of the birth within an academic program. Prior to officially requesting a leave, pregnant students should contact the Associate Dean of Student Services to discuss how a leave will affect their progress in the academic program and to review available options. A mutual decision should be reached after careful consideration is given to personal and professional circumstances. Students returning from Maternity Leave must provide a medical release from their provider as well as the Petition to Return to Classes Form.

Medical Leave of Absence

In the event that a student must take a Leave of Absence as the result of illness or injury the same procedures listed above will be followed whenever possible. Special accommodation will be made to initiate a Medical Leave of Absence when circumstances necessitate. In general, Medical Leave of absence may not be longer than 1 academic year. Longer Medical Leave may require additional consideration by the Dean or Director of the student's program. Upon return from a Medical Leave the student must provide a medical release from his/her treating physician in addition to the Petition to Return to Classes Form.

Military Leave of Absence

TUC is committed to supporting students called to active military duty. Students called to such duty will be considered on military leave of absence. Students called to active duty should immediately notify the Registrar and provide all pertinent call-up papers.

Students returning to Touro University from active duty will be eligible for reinstatement as full-time Touro University students once they have notified the Registrar and have supplied any pertinent military papers requested by the university.

Students with less than two-thirds of assignments/exams completed in didactic (pre-clinical) courses will be encouraged to re-start the courses once they return depending on length of leave. Programs, however, will have the prerogative to make special arrangements.

Clinical students returning to TUC will be reinstated as closely as possible to the previous point of progress in the clinical experience. The point of entry and order of clinical rotations for the clinical student will be determined by the academic program. No additional tuition will be due from students for the resumption of any "incompletes" for work that they started before leaving for active military duty.

Tuition charges for students restarting classes and for subsequent academic semesters will be set at the tuition rates in effect at the time the student returns from military duty. The academic program will facilitate the re-entry of students into their programs as closely as possible to the point at which they were called to active military duty.

WITHDRAWAL POLICIES: WITHDRAWAL FROM THE UNIVERSITY

The decision to withdraw from the University is a serious matter. Any student who withdraws from a college or a program is dropped from the rolls of the University. As such, if he/she decides at some later date to reenter the program, he/she must reapply for admission and, if accepted, assume the status of a new student.

Students contemplating withdrawal are advised to discuss this issue with their faculty advisor. Students considering withdrawal are subject to the policies governing withdrawal from the University. Students should be aware that withdrawal from a course may result in a significant extension of their professional program. Before withdrawing, students should discuss the issue with their advisor and/or dean.

Withdrawal Procedures

A student wishing to withdraw from Touro University is required to meet with the respective Dean or designate. The student must request approval from the Dean, in writing, of the decision to voluntarily withdraw and voluntarily relinquish his/her position in the program. If the request is approved, an official withdrawal form is obtained from the Registrar. The student must complete the official withdrawal form and deliver this form to the Office of the Registrar. The withdrawal process includes the clearing of all financial obligations to Touro University, completion of all administrative procedures, and completion of an exit interview with the respective Dean or designate. If withdrawal is granted, the student receives one of the following grades: W (withdrew) or WU (withdrew unsatisfactory). "W" is defined as withdrawal in good academic standing. "WU" is defined as withdrawal not in good academic standing.

Withdrawal Tuition Refund Schedule

A student wishing to withdraw from classes must notify the Office of the Registrar by filling out an Add/Drop form. On approved applications, the following refund schedule will apply:

Before the opening of class	100% of tuition and Fees (excluding tuition deposit)
During the first week of classes	90% of tuition and fees
During the second week of classes	75% of tuition and fees

During the third week of classes	50% of tuition and fees
During the fourth week of classes	25% of tuition and fees
After the fourth week of classes	No refund

*Please note that Federal Regulations are in effect when a Title IV funds recipient withdraws from school. You may obtain a copy of these regulations from the Financial Aid office. These Federal Regulations will supersede the policy for refunds established by TUC.

If the student has not paid full tuition and fees for the term in which the withdrawal takes place, he or she must pay the proportionate amount noted above before leaving the University. The withdrawal date is the date that the Assistant Dean for Pharmacy Student Services completed on the Official Withdrawal Form. In cases of academic dismissal, tuition paid in advance for the term immediately following the dismissal date will be 100% refundable.

LECTURE POLICIES

Recording of Lectures

This policy applies to any type of recording.

- Presentations may be recorded by students if desired with permission of the instructor *before* the class session.
- Presentations may not be recorded on a regular basis in lieu of attending class.
- The recording may not be distributed via the Internet or by any other electronic means format without permission of the presenter.
- Presentation recordings may not be produced in any format without permission of the presenter
- This policy applies to guest presenters.
- Disciplinary action may be taken if this policy is not followed.

The TUC Information Technology Department has implemented the Mediasite Capture System for the purpose of audio and video recording of academic and non-academic events. Viewing privileges are granted based on enrollment and association with the TUC campus and are managed through the Blackboard Learning Management System. Individual faculty may opt in or opt out of having their classes audio/video recorded.

This policy serves to provide an opportunity for Faculty, Staff and Students to host an event for the education and enrichment of Students, Faculty, and Staff at Touro, and to request that the event be recorded for on-demand viewing at a later time.

Note Pool

If the College of Pharmacy's students decide to establish a note pool, the note pool must abide by copyright laws and material presented by a visiting faculty member may be included in the note pool only if the faculty member provides written permission. The note pool materials are the exclusive use of the Touro College of Pharmacy students.

EQUIPMENT POLICIES

Students are responsible for any equipment issued to them; for example, blood pressure cuffs and stethoscopes.

VISITORS

Only registered students are permitted in the TUC buildings. Non-students are not allowed to attend any didactic or laboratory sessions without the special permission of the TUC Office of Student Services. These regulations are strictly observed.

Students wishing to bring a visitor to any campus building must arrange in advance for a special visitor's pass, which may be obtained from the Office of Student Services and Dean of Students.

Section V – General Academic Standards

GRADING AND CREDIT HOURS

At the end of each course and clinical rotation, a grade for each student will be submitted to the Registrar by the faculty responsible for the instruction. TUC COP makes use of percentages. The work of all students in the four years at TUC COP shall be reported in terms of the following grades in any of the required courses:

PERCENTAGE	GRADE POINT EQUIVALENT	LETTER EQUIVALENT
97 - 100	3.85 - 4.00	A+
93 - 96	3.65 - 3.80	A
90 - 92	3.50 - 3.60	A-
87 - 89	3.35 - 3.45	B+
83 - 86	3.15 - 3.30	B
80 - 82	3.00 - 3.10	B-
77 - 79	2.70 - 2.90	C+
73 - 76	2.30 - 2.60	C
70 - 72	2.00 - 2.20	C-
65 - 69	Unsatisfactory - Remediable by exam	INC
0 - 64	Failure	U
70	Successful Remediation ≥ 2.0	U/P
NA	Withdrawal - In Good Standing	W
NA	Withdrawal - Unsatisfactory	WU

Five (5) course credits will be earned for each 75 hours (~1 unit per 15 hours) of class time spent in lecture, small group discussion, or introductory pharmacy practice experience (IPPE). Each week of advanced pharmacy practice experience (APPE) will receive 1 course credit (6 credits per rotation). A listing of course credits may be found in the COP Curriculum Catalog. A cumulative curricular weighted average will be calculated for the program and posted on the transcripts. Class ranking is available upon request in the Registrar's Office.

DEFINITIONS

Good Academic Standing

To be in good academic standing, students must receive a satisfactory grade in all courses; and in addition, students must maintain a cumulative curricular weighted average of 70% or greater.

Unsatisfactory "(U)"

An unsatisfactory grade (U) is less than 70%. Grades between 65% and 69%, inclusive, will initially be scored as "INC." If the student is granted an opportunity to remediate and passes the remediation, the score will be changed to "U/P." If the student is not granted the opportunity to remediate, or if the student fails the remediation, the score will be changed to "U."

Incomplete “(INC)”

An incomplete grade “(INC)” indicates that a student has not been able to finish all required work for issuance of a percentage grade. An incomplete grade is not counted in the grade point calculations until a percentage grade replaces it, which may occur through a remediation exam or completion of the rotation. An incomplete must be replaced within a year, before the student registers for the next academic year. Replacement of an incomplete will be under the direction of the instructor. If the required work is not completed within the specified time, the “(INC)” will be automatically converted to an unsatisfactory grade “(U)”. It is to the student's advantage to arrange to make up any incomplete work as soon as possible.

Unsatisfactory with successful remediation “(U/P)”

After an unsatisfactory performance has been successfully remediated a “(U/P)” will replace the “(U)” on the transcript and a grade of 70% will be recorded for the course.

Withdrawal “(W)”

A withdrawal indicates that a student has withdrawn from a course in good academic standing.

Withdrawal Unsatisfactory “(WU)”

A withdrawal unsatisfactory indicates that a student has withdrawn from a course and is not in good academic standing.

REMEDICATION OF A COURSE FAILURE

Students who fail a course may be given an opportunity to correct their deficiencies (improve their status) by following the recommendations of the Academic Standards Committee with approval of the Associate Dean of the College of Pharmacy. This process is referred to as **Remediation**. Decisions on remediation will be documented in writing by the Associate Dean and sent to the student in a timely manner.

Remediation is a process whereby competency can be demonstrated with regard to the material encompassed in a (or any) failed course and may be, but is not limited to, a re-examination of the course material. Remediation is to be regarded as a privilege which must be earned through active participation in the educational program as demonstrated by regular attendance, individual initiative and utilization of available resources. Recommendations regarding remediation will be made on an individual basis by the Academic Standards Committee after considering all pertinent circumstances in each case, and with approval of the Associate Dean.

After consultation with the Office of Pharmacy Student Services and, in some cases, the Chair of the Department and course coordinator of the failed course, the Academic Standards Committee will recommend a remediation plan to the Associate Dean. The recommendations may be based on the following conditions:

1. A student who fails one or two Fall P1 or P2 course(s) with a grade of 65-69% may be eligible for remediation by examination in the following summer and may register for spring classes. If the student is determined to be eligible to remediate two Fall P1 or P2 courses, then the student must successfully complete all Spring P1 or P2 courses to remain eligible.
2. A student who fails one or two Spring P1 or P2 course(s) with a grade of 65-69% may be eligible for remediation by examination in the following summer.

3. A student may remediate by examination no more than two courses in one summer session, whether both courses are from one semester or one course from each semester.
4. A student who is allowed to remediate by examination must submit a self-improvement plan to the Office of Pharmacy Student Services that describes the ways he/she will improve course material competency.
5. A student is required to receive tutoring on the failed course material prior to taking the remediation exam. The office of Pharmacy Student Services will organize tutoring in conjunction with TU Academic Support Services.
6. A student who fails a remediation examination in any course will be considered for dismissal.
7. A student who fails a course with a grade of less than 65% must repeat the course when next offered (see Repeating a Course below).
8. Mitigating circumstances for any of the above conditions will be taken into account by the Academic Standards Committee.

Remediation exams will be administered at the end of June or in early July. Successful remediation will be represented on the transcript by a grade of "U/P," with a score value of 70 for calculating the GPA.

REPEATING A COURSE

The recommendation to the Associate Dean regarding whether a student should repeat a failed course will be made on a case-by-case basis by the Academic Standards Committee after consultation with the student, the Office of Pharmacy Student Services, and, in some cases, the Chair of the Department and the course coordinator of the failed course. The Academic Standards Committee will use the following guidelines:

- A student who fails a P1 or P2 course with a grade of less than 65% is not eligible for remediation in the summer and must repeat the course in the next academic year as a member of the next year's class. Furthermore, the student cannot take the next course in the track series and must take a leave of absence (LOA) during the intervening semester. For example, if a student fails a Fall course with a grade of less than 65%, the student will take a LOA during the Spring semester, and retake the failed course the following Fall. If successful, the student will resume progression as a member of the next year's class.
- A student who is required to repeat one or more courses must submit a self-improvement plan to the Office of Pharmacy Student Services that describes the ways he/she will utilize the time during the LOA to improve course material competency.
- All required didactic courses (PRMC 601 - 616 and PRMC 620 - 623) must be successfully completed before a student is eligible for Advanced Pharmacy Practice Experiences (APPEs).
- A student who earns a failing grade in Introductory Pharmacy Practice Experience (IPPE) or an Advanced Pharmacy Practice Experience (APPE) will be required to repeat the IPPE or APPE rotation. If the failed rotation is a core rotation, the student must successfully complete a resolution plan before they can repeat the failed rotation. If the rotation is an elective, a

resolution plan may or may not be required. A resolution plan is an individualized, 6-week program designed to improve competency and ensure future success. It may include classroom time, tutoring, shadowing and other activities and is supervised by one or more designated preceptors. The resolution plan will include a midpoint evaluation in week 3 and a final evaluation in week 6. The student's performance will be scored from 1 to 5 points; a passing score is greater than or equal to 3.5 points. After passing the resolution plan, the student is eligible to repeat the failed rotation at a different site. The Director of Experiential Education will assign the site and preceptor for the repeated rotation. A failure of the resolution plan or of the repeated rotation will constitute a second failure of a rotation, and place the student in the category of dismissal from the COP.

- A P2 student who fails a fall or spring course must pass the course (by remediating or repeating the course) before progressing to the 3rd year. The student's progression into APPEs will be delayed depending on when the course is passed.
- Any student who fails more than two courses in any one semester must repeat the failed courses the next time the courses are offered.

BLOCK EXAMINATIONS

Didactic courses during the first 2 years of the PharmD program all generate a numerical grade. Each course grade will be determined by a number of graded components that differ in type and weighting in the final grade. The grading schema for each course is found in the respective course syllabus posted on-line in Blackboard.

During each didactic semester (P1 Fall, P1 Spring, P2 Fall, P2 Spring), a 'final' exam will be administered during the sixth (6th) and final week of that 'Block' of material. Thus the three Block exams (A, B and C) given each semester will constitute the major part the final grade in the course. If students are excused from individual Block exams by the Office of Pharmacy Student Services, they will be given the opportunity to take a make-up Block exam. Otherwise, individual Block exams are not remediable.

THE TRIPLE-JUMP EXAMINATION (TJE)

Introduction: Each Triple-Jump Examination (TJE) is a series of three integrated tests given at the end of each of the first four semesters of the P1 and P2 years of the PharmD program. Each TJE consists of a closed book exam, an open book exam, and an Objective Structured Clinical Exam (OSCE). Together they assess the students' accumulated knowledge and understanding of the academic material, along with other required professional skills.

Educational goal and objectives: The goal of the TJE is to build and evaluate competencies necessary to advance from the didactic to the experiential years of the PharmD program. It provides continuous training, consecutive examinations of critical skills, personalized feedback, tutoring, and reexamination to promote acquisition of required skills and competencies.

Content: A case chosen by the Clinical Sciences Department (Track 4) becomes the subject of questions submitted by all four Departments (Tracks 1-4). On the first day, the *closed book* examination is taken without notes or resources, and requires a short written essay about the case from the perspective of each Track. On the second day, the *open book* examination presents a more detailed case, and asks more sophisticated questions. The open book exam allows the use of any resource materials to help write the essay responses. The answers given require citation of the class presentation, on-line reference, or

published resource of the information provided in the response. On the third day, an *OSCE* examination is given under simulated professional practice conditions, in which the student appears before and is evaluated by a “standardized patient” (an actor) in regard to a relevant clinical condition. The TJE therefore functions as a true summative evaluation of the student’s acquired knowledge base, of their resourcefulness to acquire available information, and of the professional skills they have developed towards clinical competencies.

Students meet with their advisor to discuss report cards showing their overall TJE semester score and cumulative weighted score, as described below. The overall score does not appear on the transcript nor enter into a student’s GPA. Instead, it is an important independent benchmark of the student’s educational maturity, and is expected to show gradual improvement with each TJE.

EVALUATION OF THE TJE

Semester average

For Tracks 1-4, the performance of the student in the *closed book* and *open book* tests is evaluated with regard to Knowledge & Comprehension, Analysis & Synthesis, and Organization & Clarity, on a scale of 1 to 4 (where 4 is outstanding, 3-proficient, 2-approaching proficient, 1-insufficient). The *mean* of these component scores is calculated for each Track.

For the *OSCE*, the performance of the student is graded with regard to Knowledge & Comprehension, Professionalism, and Communication Skills, on a similar scale of 1 to 4. The *mean* of those scores is also calculated. Independent *OSCE* remediation is required if any of the component *OSCE* scores is “1” in any of the four TJEs.

For each of the four TJEs, the semester average is calculated as follows (T = Track):

$$\text{Semester average} = \frac{(T1_{\text{mean}} + T2_{\text{mean}} + T3_{\text{mean}} + T4_{\text{mean}} + \text{OSCE}_{\text{mean}})}{5}$$

For each student, individual exam scores as well as the semester average(s) (SEM Ave) are entered into a detailed *report card*.

At the end of each of the first three semesters (P1 fall, P1 spring, P2 fall), faculty advisors meet with their advisees to discuss their individual report cards. Advisors explain the derivation and meaning of the TJE scores, and discuss the student’s performance. TJE component scores, along with the results of the block examinations, may provide insight into issues regarding the student’s competencies. An overall semester TJE score of 2.5 and above is considered acceptable, while a score below 2.5 is considered not acceptable. Remediation TJE exams are neither required nor provided after any of the first 3 TJEs, except for the *OSCE* components. However, if a student’s overall score is below 2.5 in any of the first 3 TJEs, the faculty advisor will recommend individual tutoring and/or counseling. Although good results in subsequent TJEs may improve a student’s outlook to achieve a passing grade at the end of the P2 year, it is important to understand how early TJE results will contribute to the final score at the end of the P2 year (see CWS below).

Cumulative Weighted TJE Score (CWS)

The cumulative weighted score (CWS) is calculated from the TJE semester averages above (SEM Ave). It gives progressively more importance to each successive TJE SEM Ave in a ratio of 1:2:3:4, as follows:

$$\text{CWS} = \frac{[(\text{SEM Ave P1 Fall} \times 1) + (\text{SEM Ave P1 Spring} \times 2) + (\text{SEM Ave P2 Fall} \times 3) + (\text{SEM Ave P2 Spring} \times 4)]}{10}$$

The cumulative weighted TJE score is calculated at the end of each semester by applying the appropriately modified equation.

The cumulative weighted score is treated differently at the end of each semester. At the end of the P1 and/or P2 Fall semesters, $CWS < 2.5$ will be addressed with counseling and/or guided self-study. The final cumulative weighted score, calculated after the fourth TJE, must be 2.5 or higher for the student to advance to the P3 year. If the final $CWS < 2.5$, remediation shall be provided as described below.

Remediation of TJE

Students receiving a final TJE score less than 2.5 will be reviewed by the Academic Standards Committee. If allowed to re-test, students will receive individual counseling and will need to adhere to a study plan approved by the Assistant Dean for Pharmacy Student Services. Remediation shall consist of guided self-study, tutoring arrangement(s), and reexamination at the time of the next scheduled P2 TJE. The remediation exam score will not be weighted and will not be cumulative. A successful remediation exam score is 2.5 or greater. A maximum of two TJE remediation attempts may be allowed. Failure of a second TJE remediation exam may subject the student to dismissal from the College of Pharmacy for failure to progress.

PRE-APPE CUMULATIVE EXAMINATION (PACE)

The Pre-APPE Cumulative Exam (PACE) is a high-stakes comprehensive multiple choice examination administered every Spring semester of the P2 year and must be successfully completed before any student may progress to the third year.

The PACE consists of:

- 80 multiple choice questions
- Each question is worth 1 point
- A passing score of at least 56 points (e.g. $\geq 56/80$) on the PACE (equivalent to a $\geq 70\%$) is required to progress to the third year

Objectives for the PACE: The focus will be on pharmacy practice material (PHRM 604, 608, 612, 616), basic pharmacology, pharmacy calculations, and pharmacokinetics. Areas include:

- Identify the brand/generic names, therapeutic class, controlled substance schedule (if applicable), mechanism of action, side effects, monitoring parameters, drug interactions, contraindications, and important counseling points of medications.
- Identify common subjective and objective data for various disease states.
- Be able to interpret laboratory values.
- Recognize treatment goals for various disease states.
- Determine optimal drug therapy and dose based on an individual patient's characteristics.
- Be able to counsel a patient on the proper use of medications, herbals/alternative medications, and devices.
- Recognize drug interactions (know common metabolic inhibitors, inducers, and substrates) and be able to optimize therapy or recommend alternative therapy if necessary.
- Be able to calculate estimated creatinine clearance using the Cockcroft and Gault formula and recommend an appropriate dose.
- Be able to recommend an appropriate dose/proper dosing adjustments of medications requiring use of pharmacokinetic calculations (e.g. vancomycin, aminoglycosides, digoxin, etc.).

- Be able to correctly determine when a drug level should be drawn (e.g., vancomycin, aminoglycosides, digoxin, etc.) and specify target drug levels.
- Be able to reference the appropriate national treatment guidelines for disease states.

Remediation of the PACE

Students who do not pass the exam will be reviewed by the Academic Standards Committee. Students must pass the PACE remediation in order to progress to the third year. A maximum of three PACE attempts may be allowed; that is, the original PACE plus two remediation exams. Failure of a third attempt will subject the student to dismissal from the College of Pharmacy.

If a student passed the PACE but nine or more months elapsed before attending the third year, the student will be required to retake and pass a new PACE.

PHARMACY PRACTICE CENTER COMPETENCY (PPC) EXAM

Students are required to take a Pharmacy Practice Center (PPC) Competency Exam at the end of their P1 and P2 years. The PPC Competency Exam assesses students for basic skills and competencies in the core areas of practice including Community, Acute, and Ambulatory Care. Students must meet minimum skills and competency requirements (i.e. pass the PPC Competency Exam) prior to academic progression.

Remediation of the PPC Competency Exam

Students that do not pass the PPC Competency Exam will be required to remediate the failed competency portion of the exam with the appropriate Clinical and/or Experiential faculty. Students that fail to pass and/or remediate the PPC Competency Exam will not be allowed to progress to the next experiential course and/or rotations.

PHARMACY CURRICULUM OUTCOMES ASSESSMENT (PCOA) EXAM

This exam is administered by the NABP (National Association of Boards of Pharmacy). It is a comprehensive tool that enables schools and colleges to analyze and evaluate performance in the curriculum. It also provides valuable data on individual student strengths and weaknesses, and progress from year to year. PCOA score reports are comparable across the nation, and permit measurement of program effectiveness. Student- and school-specific scores are not released to other schools, but national percentiles for scores and program years are provided in all reports.

Schools of pharmacy will receive the following reports:

- School of Pharmacy Report – Includes score data by year for the assessment as a whole and broken down by both content area and subtopic.
- School of Pharmacy Student Summary Report – Contains a side-by-side comparison of each student's data including where they rank in the national average.
- Individual Student Score Report – Details total score and national comparisons as well as a breakdown of the score by content area and subtopic.

Although it is a requirement to take the PCOA exam, there will be no remediation exam.

CRITERIA OF PROGRESSION TO P3 YEAR

In order to progress to the P3 year of the PharmD program, students must demonstrate adequate proficiency in several aspects of pharmacy profession. A series of benchmark examination scores must be met to show they are sufficiently prepared for the next level of their education. Along with the results of regular courses (GPA \geq 70%), students must pass the PACE and the PPC Competency Exam. In addition, a cumulative weighted TJE score (CWS) \geq 2.5 at the end of the P2 year (final score) is required before moving on to the P3 year.

Didactic Elective Requirement

Didactic electives will be required for students beginning with the Class of 2020. Students must complete at least one didactic elective unit (up to 8 units) before progressing to the third year, commencing with the graduating Class of 2020.

Satisfactory Progress and Promotion: The Academic Standards Committee

Evaluation at the end of each semester will determine whether students are ready to progress to the next semester. The Academic Standards Committee (ASC) of the college will function to assure that progression standards are met. Academic regulations that define and describe conditions for progression will be reviewed and approved by the faculty. The ASC is charged with evaluating, recommending, and implementing academic standards and assessing the progress of each student toward graduation. Students who attain satisfactory academic and professional progress are promoted to the next academic year, provided all tuition and fees have been paid. The ASC will review or meet with each student who has failed a course, the Triple Jump Exam, PACE, PPC Competency Exam, or a clinical rotation, or who fails to meet overall academic standards, fails to show satisfactory academic progress, fails to meet graduation requirements, or fails to meet professional standards.

After a thorough review of student performance the Committee recommends an action to the Associate Dean of the College of Pharmacy. The Committee may recommend actions including, but not limited to, promotion, dismissal, academic probation, repetition or other remediation of a course, PACE, PPC Competency Exam, or the TJE. These recommendations are communicated to the Associate Dean by the Chair of the Committee. The Associate Dean has the authority to accept or modify their recommendations.

Students are expected to pass all courses successfully in one academic year before progressing to the next semester.

Failure to maintain a cumulative curriculum weighted average of 70% or greater may place a student in the category for dismissal.

Students must pass all Pharmacy Practice IPPE rotations to progress to the third year of the program. Students must pass 11 six-week APPE rotations to graduate.

In addition to course grades, the COP may use internal and external evaluation tools to measure students' overall academic and clinical maturation. Students who do not pass or meet the expectations on these evaluations may be required to participate in remediation or tutorial activities.

FAILURE OF AN APPE ROTATION DUE TO PROFESSIONALISM ISSUES

The Academic Standards Committee (ASC) will consider circumstances and issues leading to the failure of a rotation assignment on an individual basis. Notification of the failed rotation due to professionalism issues will be sent to the Office of Pharmacy Student Services. The Office of Pharmacy Student Services will inform the Office of the Registrar who will enter it into the student's file. The Office of Pharmacy Student Services will also bring the matter before the ASC. The Associate Dean will wait to receive the decision of the ASC before further action is taken. The ASC may vote to 1) have the student participate in a resolution plan before repeating the rotation, or 2) dismiss the student for failure to meet professional standards.

The first option will require the development of a resolution plan by the Director of Experiential Education and the Office of Pharmacy Student Services. A resolution plan is an individualized, 6-week program designed to improve competency and ensure future success. It may include classroom time, tutoring, shadowing and other activities and is supervised by one or more designated preceptors. Assessment during the professionalism resolution plan will include close scrutiny of professional behaviors including compliance with expected performance, punctual arrival, attitude, communication and conduct towards fellow workers and patients, appearance, demeanor, and other relevant aspects. The resolution plan will include a midpoint evaluation in week 3 and a final evaluation in week 6. The student's performance will be scored from 1 to 5 points; a passing score is greater than or equal to 3.5 points. After passing the resolution plan, the student will repeat the failed rotation at a different site. The Director of Experiential Education will assign the site and preceptor for the repeated rotation. A failure of the resolution plan or of the repeated rotation will constitute a second failure of a rotation, and place the student in the category of dismissal from the COP.

Should the ASC require a repeat rotation, the student may opt to pursue an informal or formal method of complaint to help resolve the situation, as described in Appendix E of this Handbook.

VETERANS BENEFITS/ACADEMIC PROGRESS

Many programs of educational assistance benefits are available to those who have served in the active military, naval or air service and to their dependents. Detailed information on all veterans' benefits can be obtained from offices of the Veterans Administration

The standards of academic progress for students receiving educational benefits through the Veteran's Administration are as follows:

1. Probation is defined as a period of time during which the student's progress will be closely monitored by the Academic Standards Committee and the Assistant Dean for Pharmacy Student Services.
2. The period of probation will be a maximum of three (3) consecutive semesters.
3. A student who is placed on probation for more than three (3) consecutive semesters will be ineligible for certification of educational benefits through the Veterans Administration.

ACADEMIC PROBATION

Students will be placed on academic probation if they receive a final grade of less than 70% in any course or rotation, or fail to meet the minimal cumulative weighted academic requirements. A student will be removed from academic probation only after successfully remediating the course or rotation, and achieving the minimal cumulative weighted academic requirements of 70% or greater.

Terms of Probation

1. When a student is placed on academic probation, it is noted in the student's academic file and official transcript. Subsequently, when a student has successfully satisfied the requirements for removal from probation, this is also noted in the student's file and transcript.
2. When a student is placed on academic probation, and the action is deemed appropriate by the Dean of the College, he/she will be notified in writing by the Chair of the Academic Standards Committee and the reasons will be stated. When the terms for removal from academic probation have been satisfied the Academic Standards Committee will notify the Dean that probation has been rescinded and a letter will be provided to the student.
3. Regaining good academic standing must be a first priority for students on probation. Therefore, a student on academic probation will be required to relinquish their responsibilities as officers or members of any University Clubs or organizations.

Summary of Possible Student Progression Pathways following Course Failure in the P1 or P2 Year

- A student who fails 1 course in a semester with a grade of 65-69% may be eligible to remediate the course by examination in the following summer. If the grade is under 65%, the student must take a leave of absence for the following semester and repeat the course when it is next offered.
- A student who fails 2 courses in a semester with grades of 65-69% may be eligible to remediate the courses by examination in the following summer. If the grades are under 65%, the student must take a leave of absence for the following semester and repeat the courses when they are next offered.
- A student who fails 2 courses in a semester, one with a grade of 65-69% and the other with a grade under 65%, may be eligible to remediate the former but must also take a leave of absence for the following semester and repeat the latter when it is next offered.
- A student who fails 3 courses in a semester, regardless of the grades, must take a leave of absence for the following semester and repeat the courses when they are next offered.
- Failure of more than 3 courses in a semester will subject the student to dismissal from the College of Pharmacy.

DISMISSAL FROM THE COLLEGE

The College may require dismissal at any time it deems necessary to safeguard its standards of scholarship, conduct and orderly operation. It should be clearly understood that TUC, after due consideration and process, reserves the right to require the dismissal of any student at any time before graduation if circumstances of a legal, moral, behavioral, ethical, health, professional, or academic nature justify such an action.

Decisions regarding dismissal are made on an individual basis after considering pertinent and extenuating circumstances relating to the case. The Academic Standards Committee makes a recommendation about dismissal to the Associate Dean. The Associate Dean issues a letter of decision to the student.

The reasons for dismissal include but are not limited to the following:

1. A student's cumulative curriculum weighted average for any one academic year is less than 70%.
2. A student fails a remediation by examination under an approved remediation plan.
3. A student fails a repeated course.
4. A student earns a failing grade in a repeated clinical rotation.
5. A student fails two APPEs.
6. A student exceeds the six-year time limit for completion of the prescribed curriculum as defined by the program (excluding approved leaves of absence for health or other personal reasons).
7. A student does not remedy a failed grade(s) within one calendar year of the issuance of the failed grade.
8. A student has not demonstrated sufficient academic progress and/or professional growth and achievement.
9. A student fails more than three courses in one semester.

APPEAL PROCESS

Following notification (electronic or certified letter) of a decision for dismissal, a student may appeal the decision. Student has (7) working days within which to submit a formal written appeal of the decision to the Dean of the College of Pharmacy. The appeal request must be submitted in writing and delivered to the Office of the Dean within this seven day period. The request should be accompanied by a narrative explaining the basis for the appeal. The narrative should fully explain his/her situation and substantiate the reason(s) for advocating a reversal of the dismissal. Only the narrative and supporting documentation included in the appeal submission will be considered.

The Dean may grant an appeal only on showing one of the following:

1. Bias of one or more of the members of the Academic Standards Committee.
2. New material or documented information not available to the committee at the time of its initial decision.
3. Procedural error.

The Dean may choose any of the following options when considering an appeal to dismiss a student::

1. Concur with recommendation of the Academic Standards Committee and Associate Dean regarding the decision to dismiss.
2. Amend the recommendation of the Academic Standards Committee and Associate Dean.

3. Convene an ad hoc committee consisting of three members to review the recommendation of the Academic Standards Committee and Associate Dean. The ad hoc committee will present their findings to the Dean for consideration.

The decision of the Dean is final and he/she will be required to notify the student in writing of the decision. While the appeal is pending, the status of the student will not be altered.

GRADUATION REQUIREMENTS – TUC COP

A student will be recommended for the degree of Doctor of Pharmacy provided the candidate:

1. Has completed at least four years at the College of Pharmacy at Touro University, and all the required courses and rotations that constitute the curriculum.
2. Is not on probation, has completed all prescribed academic requirements with a cumulative curriculum weighted average of 70% or greater, has no outstanding grade which is incomplete, and has a passing grade for all clinical rotations.
3. Has performed and behaved in a manner which is ethical, professional, and consistent with the practice of Pharmacy.
4. Has complied with all the legal and financial requirements of Touro University – California.
5. Attends the graduation ceremony in person, unless special permission has been granted by the Dean of the College of Pharmacy.
6. Has completed the academic requirements within 6 years following matriculation (excluding approved leaves of absence).
7. Has attended on professional meeting, as described below.

TUC COP Professional Meeting Requirement

TUC COP students are required to attend one recommended state- or national-level professional meeting before they graduate. See below for a list of recommended meetings. Approved assignments for the meeting, such as participation in skills or knowledge competitions, will be eligible for additional IPPE hours during the P1 and P2 years. Documentation of your attendance in the form of a copy of your registration receipt or your meeting badge must be uploaded to your e-portfolio under “Document” below.

Examples of appropriate professional meetings to satisfy the requirement

Annual or interim meetings of the following organizations:

- American (or California) Pharmacists Association
- American (or California) Society of Health-System Pharmacists
- American Association of Colleges of Pharmacy
- American College of Clinical Pharmacy
- Academy of Managed Care Pharmacy
- International Society for Pharmacoeconomics and Outcomes Research
- Student National Pharmaceutical Association

If you plan to attend a meeting other than those listed here, please check beforehand with the Office of Experiential Education to confirm that it is eligible to satisfy the meeting requirement.

STUDENT ACADEMIC INTEGRITY AND ETHICS

The following summarizes some key aspects related to academic integrity. See **Appendix B** for the full TCUS Academic Integrity Policy.

Responsibility of the Administration & Faculty

The administration should provide physical settings and examination formats that minimize opportunities for academic misconduct. Crowded examination conditions should be avoided when possible. In addition, the administration should appoint adjudication committees consisting of faculty and students to deal promptly and with procedural fairness with cases of alleged academic dishonesty. The faculty should clearly inform students of grading requirements and performance expectations for each assignment as well as examinations.

Responsibility of the Student

The student is responsible to be honest, act fairly towards others, take group and individual responsibility for honorable behavior and know what constitutes academic dishonesty.

Code of Conduct/Professional Promise

Students are expected to emulate the legal, moral and ethical standards expected of professionals and display behavior which is consistent with these qualities. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity, and morals, displayed by the students to teachers, peers, patients and colleagues in the other health care and educational settings.

The following behaviors will be evaluated during any setting where professionalism⁴⁻⁶ is expected:

- Performs duties in accordance with legal, ethical, social and economic professional guidelines¹⁻³
- Demonstrates professional demeanor and conduct
- Exhibits neatness and professionalism in appearance and work
- Consistently punctual and ready for work upon arrival, with no unexcused absences
- Exhibits collaborative skills with patients and healthcare providers
- Demonstrates initiative and self-directed learning
- Takes steps to ensure accuracy, completes all tasks, and is conscientious in following work procedures
- Displays accountability for his/her work
- Accepts constructive criticism and demonstrates receptiveness to feedback/direction
- Prioritizes tasks appropriately

References

1. California Business and Professions Code, Section 480,
http://www.weblaws.org/california/codes/ca_bus_and_prof_chapter_2_denial_of_license. Accessed 12/1/14
2. California Business and Professions Code, Section 4301,
http://www.weblaws.org/california/codes/ca_bus_and_prof_chapter_9_Article_19_Section_4301. Accessed 12/1/14
3. California Code of Regulations, Article 8, Prohibitions and Discipline.
http://www.pharmacy.ca.gov/laws_regs/lawbook.pdf. Accessed 12/1/14

4. Report of the AACCP Professionalism Task Force.
http://www.aacp.org/governance/HOD/Documents/AACP_PT_FNL_Report_5_31_2011.pdf
5. ACCP Commentary on Student Professionalism. *Pharmacotherapy* 2009;29 (6):757-759
6. D Hammer et al. Tenets of Student Professionalism. *AJPE* 2003;67 (3), Article 96

STUDENT ACADEMIC HONESTY

See APPENDIX C: Student Conduct Code, pp. 144-148, and APPENDIX K: Touro College and University System Policy on Academic Integrity - June 2012, pp. 183-199, in the Touro University Catalog (http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf). Also see Appendix B in this Student Handbook for reference to the full TCUS Academic Integrity Policy.

Academic dishonesty is intentional cheating, fabrication or plagiarism. It is also knowingly helping or attempting to help others be dishonest. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend upon your knowledge and integrity.

Cheating Definition

Cheating is intentionally copying from another student's work or accepting assistance from other students, using or attempting to use unauthorized materials, information, or study aids during any academic exercise unless permitted by the instructor.

Clarification:

1. Students completing any examination should assume that external aids (for example, books, notes, conversation with others) are prohibited unless specifically allowed by the instructor.
2. Students are responsible for maintaining an appropriate demeanor and a decorum during examinations (for example: no talking; eyes on your own computer; placing books, notes, study aids, coats and personal possessions well away from your seat).
3. Students may not have others conduct research or prepare work for them without advance authorization from the instructor. This includes, but is not limited to, the services of commercial companies.
4. Major portions of the same academic work may not be submitted more than once for credit or honors, without authorization.

A proctor who observes students who appear to be cheating should record their names, inform them that disciplinary proceedings will be initiated and report them to the Office of Pharmacy Student Services (see Appendix B). Students cannot be prevented from completing an examination simply based on the suspicion of cheating.

Fabrication Definition

Fabrication is intentionally falsifying or inventing any information or citation in any academic exercise.

Clarification:

1. "Invented" information may not be used in any laboratory experiment or academic exercise. It would be improper, for example to analyze one sample in an experiment and "invent" data based on that single experiment for several more required analyses.

2. One should acknowledge the actual source from which cited information was obtained. For example, a student should not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.
3. Students must not change and resubmit previous academic work without prior permission from the instructor.

Plagiarism Definition

Plagiarism is intentionally or knowingly representing the words or ideas of another person as one's own in any academic exercise.

Clarification:

1. Direct Quotation – Every direct quotation must be identified by quotation marks or appropriate indentation and must be cited in a footnote or endnote.
2. Paraphrase – Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part, in one's own words. To acknowledge a paraphrase properly, one might state, "to paraphrase Locke's comment..." Then conclude with a footnote or endnote identifying the exact reference.
3. Borrowed facts – Information gained in reading or research which is not common knowledge among students in the course must be acknowledged. Examples of common knowledge include the names of leaders of prominent nations, basic scientific laws, etc. Materials which add only to a general understanding of the subject may be acknowledged in the bibliography and need not be footnoted or endnoted.

One footnote or endnote is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgment made. Similarly, when a passage is paraphrased, acknowledgment is required. Please consult with the instructor for further information about plagiarism.

Facilitating Academic Dishonesty Definition

Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Clarification:

A student must not knowingly allow another student to copy from his or her work during any academic exercise. This includes, among other things, examinations, videotapes, audiotapes, laboratory experiments, reports and papers.

STUDENT DISCIPLINE PROCEDURES

For a complete description of the bylaws and regulations of the code of responsibilities and rights of the students of Touro University, see Appendix C (TUC Catalog, Appendices E & F).

CODE OF PROFESSIONAL ETHICS FOR PHARMACISTS - TOURO UNIVERSITY

(Adopted by the membership of the American Pharmacists Association October 27, 1994)

Preamble

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

I. A pharmacist respects the covenantal relationship between the patient and pharmacist.

Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.

A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

III. A pharmacist respects the autonomy and dignity of each patient.

A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

IV. A pharmacist acts with honesty and integrity in professional relationships.

A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

V. A pharmacist maintains professional competence.

A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

VI. A pharmacist respects the values and abilities of colleagues and other health professionals.

When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

VII. A pharmacist serves individual, community, and societal needs.

The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

VIII. A pharmacist seeks justice in the distribution of health resources.

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

Section VI – Computer Services

All students are required to have laptops. During Orientation, the Educational Technical Support Technician will orient students to laptop use and assist them in use of technology for learning in the pharmacy learning classrooms. The teaching class rooms are wired for powering laptop computers and have wireless University network access. The software tool Blackboard™ is implemented so that students and instructors are able to access information concerning schedules, course information files, reference sources, and for performing course outcomes and student assessments, as well as communication with other students and faculty.

Every student in the College of Pharmacy is provided a tu.edu e-mail address. Since communications will also be sent through e-mail, students are expected to check their e-mail on a regular basis to keep informed. On-campus telephone services, the University's website, audio-visual and copy services are available.

Section VII – Disability Services

See APPENDIX D: Policy and Procedures for Accommodating Students with Disabilities, in the Touro University Catalog (http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf), pp. 149-155.

TUC is committed to providing reasonable accommodations to students with documented disabilities. Policies and procedures must ensure that students with a disability will not, on the basis of that disability,

be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs offered by the University.

Disabled students' rights are protected under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the policy of TUC to insure that no qualified student with a disability is excluded from participation in, or subjected to discrimination in, any University program, activity, or event.

If a student feels he or she has been discriminated against because of a disability by another student or by University personnel, he or she has the right to request an investigation into such a matter through the stated grievance policies and procedures stated in Appendix C of this Handbook.

TECHNICAL STANDARDS FOR ADMISSION

Introduction

The educational objective of TUC COP is to prepare students for the practice of pharmacy. Students admitted to the COP must therefore have the intellectual, emotional, and physical abilities, with reasonable accommodations as needed for those with disabilities, to acquire the knowledge, behaviors, clinical competencies, and technical skills needed to successfully complete the curriculum and engage in the practice of pharmacy. The ability to meet the technical standards and educational objectives established by the faculty are essential for fulfillment of the Pharm.D. degree. They are evaluated in all candidates for admission and graduation.

All applicants are held to the same academic and technical standards of admission and training, with reasonable accommodations as needed for students with disabilities. The academic and technical standards established by the faculty require that all TUC COP students possess the cognitive, behavioral, and physical abilities that insure they can complete all aspects of the curriculum.

The technical standards outlined below ("Technical Standards") are used by the Admissions Committee in conjunction with established academic standards to select students who possess the intelligence, integrity, physical, and personal as well as emotional characteristics necessary to become an effective pharmacist.

The technical standards articulated in this document are for the purposes of completion of the academic and experiential requirements of the College of Pharmacy program, and are no guarantee or assurance of fitness for employment by a third party employer, nor are they a guarantee or assurance for qualification for licensure by any governmental agency, board, or department.

Nothing in this document shall preclude reasonable accommodation of a candidate or student under the Americans with Disabilities Act (ADA). TUC COP will engage in an interactive process with applicants with disabilities to consider their suitability for the program. The College of Pharmacy reserves the right not to admit any applicant who, upon completion of the interactive process, cannot meet the Technical Standards set forth below, with reasonable accommodations.

Those individuals who would constitute a direct threat to the health or safety of others are not considered suitable candidates for admission.

Technical Standards

The awarding of the Pharm.D. degree signifies that the holder is prepared for entry into the practice of pharmacy. It follows that graduates must have the knowledge and skills to practice and function in a wide variety of settings and situations. Candidates for the Pharm.D. degree must be able to perform

specific essential functions that the faculty deem requisite for the practice of pharmacy. These functions fall into several broad categories, including: observation; communication; motor; intellect (conceptual, integrative and quantitative); and social and behavioral professionalism. Candidates must also have the physical and emotional stamina to function in a competent manner in a setting that may involve heavy workloads and stressful situations.

TUC COP has determined that those individuals who are currently impaired by alcohol or substance abuse are not appropriate as candidates or students in the College of Pharmacy.

Observation: Candidates and students must be able to observe demonstrations and experiments in the basic and pharmaceutical sciences, medical illustrations and models, and computer screens and written and/or printed materials. They must be able to directly and accurately see a patient's physical condition, to obtain a history and perform appropriate physical assessments, and to correctly integrate the information derived from these observations to develop an accurate treatment plan. They must be able to prepare medications for dispensing to patients and observe the activities of technical staff operating under their supervision in accordance with State law. These skills require the functional use of vision and of somatic sensation. They must have the visual acuity to be able to read prescriptions.

Communication: Candidates and students must be able to communicate with, understand, and observe patients in a clinical setting. They must be able to record information accurately and clearly, communicate fluently in and understand the English language, and to communicate effectively and sensitively with patients. Candidates must also be able to communicate effectively with other members of the healthcare team in oral and written form, and in patient care settings in which decisions based upon those communications may be made rapidly. They must have sufficient auditory function to hear verbal or telephonic orders and be able to reduce those orders to writing contemporaneously. They must be able to communicate effectively with and supervise ancillary support staff.

Motor: Candidates and students must possess the motor function sufficient to accurately compound and prepare prescription products for dispensing to patients. They must possess the motor function sufficient to perform basic laboratory tests such as glucose monitoring or finger stick for laboratory testing needed for therapeutic monitoring. They must possess motor function sufficient to be able to administer intramuscular injections. They must possess sufficient manual dexterity to perform aseptic manipulations required for sterile compounding. They must possess motor function sufficient to perform levigation and trituration for extemporaneous compounding. They must be able to use computer-based information systems. They must be able to bend at the knees, bend at the waist, squat, kneel, stand and sit at various times of the day. They must be able to lift a 25 lb. weight from the floor and transport that weight a distance of 10 yards across a flat surface.

RIGHTS AND RESPONSIBILITIES OF THE UNIVERSITY

Rights

- The right of the university to set and maintain standards for admitting and evaluating the progress of students.
- The right of the faculty to establish, maintain and monitor standards of academic performance and to develop and assess content domains.
- The right to establish technical standards for admission of students into TUC programs.

- The right to request current documentation from a student completed by an appropriate professional source to verify the need for reasonable accommodations, academic adjustments, and/or auxiliary aids.
- The right to consult with the student, discuss a student's need for reasonable accommodations, academic adjustments, and/or auxiliary aids in consultation with students with disabilities.
- The right to deny a request for accommodations, academic adjustments, and/or auxiliary aids if the documentation fails to verify the need for the requested services, or the documentation is not provided in a timely manner.
- The right to refuse to provide or modify an accommodation, adjustment, and/or auxiliary aids that is inappropriate or unreasonable including any that:
 - pose a direct threat to the health and safety of others;
 - constitute a substantial change or alteration to an essential element of a course or program; or,
 - pose undue financial or administrative burden on the university.

Responsibilities

- The responsibility to ensure that University courses, programs, services, job, activities and facilities when viewed in their entirety, are offered in the most integrated and appropriate settings possible.
- The responsibility to provide information regarding policies and procedures to students with disabilities and assure its availability in accessible formats upon request.
- The responsibility to evaluate students on their abilities, not their disabilities.
- The responsibility to provide a student with reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids following a timely request.
- The responsibility to maintain appropriate confidentiality of records and communication concerning students with disabilities except where disclosure is required by law or authorized by the student.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Rights

- The right of the student with a disability to be included on the basis of criteria that does not unfairly discriminate because of the disability.
- The right of equal access to courses, rotations, programs, services, jobs, activities and facilities available through the university.
- The right of reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids determined on a case-by-case basis.
- The right of appropriate confidentiality of all information pertaining to his/her disability with the choice of to whom to disclose their disability except as required by law.
- The right of information reasonably available in accessible formats.

Responsibilities

- The responsibility to meet the University's qualifications and technical, academic and institutional standards as any other student.
- The responsibility to identify themselves in a timely manner as an individual with a disability when seeking an accommodation.
- The responsibility to provide documentation from an appropriate professional source that verifies the nature of the disability, functional limitations, and the need for specific accommodations.
- The responsibility to follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids.
- The responsibility to advocate for their own individual needs and to seek information, counsel, and assistance as necessary, and within reason, to be effective self-advocates.

RIGHTS AND RESPONSIBILITIES OF THE FACULTY

Rights

- The right to identify and establish the abilities, skills, and knowledge that are fundamental to academic programs/courses and to evaluate each student's performance against these standards. Fundamental program and course standards are not subject to modifications, although a student with a disability is entitled to reasonable accommodations to assist him/her to meet the program/course standards.

Responsibilities

- The responsibility to make reasonable modifications for a student with a disability with respect to the adaptation of the manner in which specific courses are conducted.
- The responsibility to select and administer tests used to evaluate students so as to best ensure that test results accurately reflect aptitudes or competencies and do not discriminate against a student with a disability. Tests designed to measure specific skills related to fundamental standards are allowable even when those skills are impacted by the disability.
- The responsibility to evaluate students in a non-discriminatory manner.

PROCEDURES FOR ACCOMMODATIONS

See APPENDIX D: Policy and Procedures for Accommodating Students with Disabilities, in the Touro University Catalog (http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf), pp. 149-155.

Procedures and Information Regarding Requests for Accommodations

An application for accommodation of a disability must be made by the student. Verbal disclosure prior to or following admission is not sufficient. Students may apply for special accommodations anytime during their academic curriculum. If granted, however, the accommodation is given only for the academic year in which it is requested. In case of changed circumstances with respect to any disability, subsequent applications must follow for each academic year the student is requesting accommodations (including request during clinical rotations, internships or any other off-campus programs that are part of the students' required college/program curriculum).

A student requesting an accommodation for a disability under the ADA must meet with the TUC Associate Dean for Student Services. An application for accommodation of a disability can be filled out in that office.

Although students can apply for accommodations at any time during their academic program, it is strongly advised that if seeking accommodations, they have the following paperwork and documentation on file in the Office of Pharmacy Student Services prior to their request.

1. Students must fill out the Request for Accommodations of Disability Application (RADA) prior to meeting with the Associate Dean for Student Services. To expedite the process, students are encouraged to have this form prior to their meeting with the Office of Pharmacy Student Services. The form is available in the Office of Pharmacy Student Services.
2. Documentation is required from a physician, clinical psychologist or other certified individual and a report must be on file in the Office of Pharmacy Student Services before any accommodation can be granted. It is the student's responsibility to make sure that all required documentation is forwarded to the Office of Pharmacy Student Services. Documentation should include:
 - a. A cover letter from the physician, clinical psychologist or other certified individual.
 - b. Appropriate and thorough diagnostic test results. Summarization of results, while helpful, by itself is not considered satisfactory. The report should also a) clearly diagnose the disability, b) report the severity of the disability, c) offer implications of the disability for the students' program of study, and d) include a summary of what accommodations are needed to assist in overcoming the disability.
 - c. Test results must be within the last five years prior to the request.

TYPES OF ACCOMMODATIONS

The following is a list of accommodations that may be provided, given the student has filed the appropriate documentation:

- Extra time on timed examinations and/or quizzes
- Extra time on in-class assignments
- Provisions to take examinations and/or quizzes in a quiet, separate room
- Audio and / or video recording of lectures
- Note taker services
- Front row access in classes with assigned seating
- Other accommodations will be considered as presented.

TYPES OF DOCUMENTATION STUDENTS SHOULD PROVIDE

As a guide to both students and faculty, appropriate documentation needed to fulfill criteria to be considered learning disabled may include, but are not limited to, the following:

- The WAIS-R individualized measure of intelligence or comparable test, given in the last 5 years,
- The Woodcock-Johnson Psychoeducational Batter-Revised or other comprehensive, psychoeducation test that demonstrates that specific area of academics may be significantly below expectations,

- A standardized test or tests that indicate specific areas of the student's strengths and weaknesses and gives recommendations for remediation,
- Documentation summarizing the student's accommodations throughout elementary, secondary, or post-secondary education and placement in any special programs while in school,
- All other documentation that gives assistance or identifies behavioral or attention problems that may warrant special accommodations.

PROCESS TO DETERMINE REASONABLE ACCOMMODATION

It is the responsibility of the Associate Dean for Student Services to review the documentation and assess whether the accommodation is reasonable. Decisions shall be rendered in ten (10) business days and based on the following criteria:

- Has the student provided appropriate documentation that he/she has a disability?
- Was the request submitted according to the procedures stated above?
- Is the request reasonable within the student's required program of study? A reasonable request should not fundamentally alter the student's program of study.
- Does the request for accommodation interfere with a required component of the student's academic program or lower essential academic standards?
- Without this accommodation, would the student still be able to effectively learn the required material?

It is the responsibility of the Associate Dean for Student Services to discuss with the student how he/she can communicate to faculty and facilitate initiation of requested accommodations. If the requested accommodation meets approved criteria, the Associate Dean for Student Services will request the accommodation, in writing to the Assistant Dean for Pharmacy Student Services, who will then notify faculty members in charge of the courses within which an accommodation is or accommodations are being requested for the entire academic year. The Associate Dean for Student Services will also notify the Dean of the College. Students are reminded, however, that they must reapply each academic year to be considered for accommodations.

It is the student's responsibility to arrange the approved accommodations with course instructors. Students must do this prior to having the accommodation made available. It is the student's responsibility to approach the specific instructor of the class in which they wish to be accommodated and discuss what works best for him/her within the parameters of the requested accommodation(s). The wording provided in the written letter to the faculty members will state, "If requested, the following accommodations are recommended..."

If there are problems relating to accommodation, it is the responsibility of the Associate Dean for Student Services and the Assistant Dean for Pharmacy Student Services as the right to request an investigation into such a matter through the stated grievance policies and procedure in Appendix D of this Handbook.

Students who are in need of testing to provide current documentation should meet with the Associate Dean for Student Services. Information on testing and testing locations can be obtained through this office. Costs of testing and assessments are the responsibility of the student.

If students have gone through the proper procedures and the request is denied, they may request an appeal from the Committee on Disabilities, an ad-hoc committee that will be established by the Associate Dean for Student Services. The request for appeal must be made in writing within 30 days of notice of receiving the initial decision "to deny." The decision of the Committee shall be rendered in ten (10) business days and will be considered final.

Access to records regarding accommodations is restricted. If the accommodating instructor(s) wish to view a copy of the student assessment, they may do so only with the express written consent of the student and must show reason why they wish to view the assessment. Copies of the detailed assessment are maintained in a confidential file in the Office of Student Services and may only be viewed by this office and individuals that the student has identified.

Students who wish to request accommodations for board examinations or other certifying examinations are urged to contact the governing body or institution responsible for the administration of such examinations. Requirements for requesting accommodations under the ADA for these examinations will be determined by the respective governing body or institution and may be different from requirements established by TUC.

GLOSSARY OF TERMS RELATED TO DISABILITIES

Disability

A physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. (28 CRC Part 26 page 35698)

Major Life Activity

Examples are caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Impairment

Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hematologic and lymphatic; dermatologic; and endocrine.

Section VIII – Institutional Policies

SMOKING

Smoking is not permitted inside any campus building, in any of our health care facilities where patient care is delivered or inside University vehicles. The University recognizes the health, safety and benefits of smoke-free air and the special responsibility that it has to maintain a healthy and safe environment for its faculty, students, employees and guests. Touro University is committed to the promotion of good health, wellness and the prevention of disease and to comply with California state law regarding smoking indoors. Violators are subject to disciplinary action. In addition, smoking materials shall not be sold or in any way distributed under the auspices of Touro University. Smokers are required to dispose of all cigarette butts in a safe manner.

DRUGS, ALCOHOL, FIREARMS & HAZING

See APPENDIX B: Drug Free Workplace, and APPENDIX B1: Responsible Alcohol Use, in the Touro University Catalog (http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf), pp. 136-143.

Touro University does not condone any form of drug, substance or alcohol abuse by its students. No alcoholic beverages or illegal drugs may be manufactured, consumed or distributed by students in any academic facility, clinic or hospital associated with Touro University. Any violation of this policy will result in disciplinary and appropriate legal action against the offending individual(s) or organization(s). Any student who attends class or a rotation or is on the premises of a facility affiliated with Touro University while under the influence of alcohol or drugs is subject to immediate suspension and probable expulsion. Only with the prior approval of the Office of Pharmacy Student Services may alcoholic beverages be served at an on-campus student party (see "Student-Sponsored Events").

No firearms, ammunition, explosive devices or other weapons may be carried (concealed or otherwise) by a student on institutional property. Violators of this policy are considered to be a threat to the academic environment of the institution and are subject to immediate suspension or dismissal from the University.

No organization or individual(s) may engage in any form of hazing of any student enrolled in Touro University. Students engaged in such activities are subject to suspension or expulsion from the University.

DRUG-FREE WORKPLACE & SUBSTANCE ABUSE POLICY & PROCEDURES

See APPENDIX B: Drug Free Workplace, in the Touro University Catalog (http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf), pp. 136-138.

A Drug-Free Workplace and Substance Abuse Policy and Procedures have been established for Touro University in order to appropriately serve the needs of faculty, staff and students. This policy has been

established to implement a drug-free work place and academic environment consistent with federal and state law, including the terms and conditions whereby employees, students, volunteers, faculty, physicians and other professionals may be disciplined for violation of these policies and tested for suspected use of an illegal drug or alcohol.

These policies and procedures apply to all students of Touro University at all facilities operated by the affiliated entities and any student enrolled at another academic institution rotating in a clinical service on the premises of a facility operated by Touro University. The University reserves the right to have any student evaluated by the Student Health Service if he/she appears to be under the influence of illegal drugs/substance and/or alcohol which results in a diminished or impaired ability to perform usual tasks. Any student who attends a class or a clinical rotation under the influence of alcohol or illegal drugs/substances is subject to either immediate suspension or probable expulsion in accordance with this policy.

All students of Touro University must review the Drug Free Workplace and Substance Abuse Policy and Procedure, a copy of which has been provided at Orientation and/or obtained at the Office of Pharmacy Student Services. Touro University maintains a drug-free environment consistent with the principles of the "Federal Drug Free Schools and Communities Act" and the "Drug Free Workplace Act".

SEXUAL HARASSMENT

See APPENDIX H: Policies Concerning Sex Discrimination Harassment and Complaint Procedure, and APPENDIX I: Gender Based and Sexual Misconduct Policy, in the Touro University Catalog (http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf), pp. 166-180.

Sexual harassment is a form of unlawful discrimination under state and federal law. It may consist of: actual or threatened sexual contact which is not mutually agreeable to both parties, continued or repeated verbal abuse of a sexual nature, and/or a threat or insinuation that a lack of sexual submissiveness will adversely affect the victim's employment, academic standing or other vital circumstances.

Examples of sexual harassment include but are not limited to: pressure (subtle or overt) for sexual favors accompanied by implied or overt threats concerning one's job, grades or letters of recommendation; inappropriate display of sexually suggestive objects or pictures; unnecessary touching, pinching, patting or the constant brushing against another's body and/or use of sexually abusive language (including remarks about a person's clothing, body or bodily movement or sexual activities).

Any student believing that he/she has experienced sexual harassment should resist such harassment and may file a complaint with the Assistant Dean for Pharmacy Student Services, the Associate Dean for Student Services, or their designee. Complaint forms may be obtained from the Assistant Dean for Pharmacy Student Services. To protect all parties involved, Touro University handles sexual harassment complaints with confidentiality as the circumstances permit. If the student believes that any official specified in these procedures was involved in any act of sexual harassment, he/she may file a complaint with another appropriate official specified in these procedures. Retaliation against a person who reports, complains about, or participates in the investigations of sexual harassment is prohibited.

HIV/AIDS

Information about and copies of the institutional policy guidelines concerning HIV (Human Immune Deficiency Virus)/AIDS (Acquired Immune Deficiency Syndrome) are available upon request from the Office of Student Services.

IMPAIRMENT OF LIFE SAFETY DEVICES/SYSTEMS

Destruction of or tampering with campus life safety systems or devices is prohibited. Any student found responsible for such acts is subject to disciplinary action, fines and/or costs to repair damaged systems or devices.

EATING AND DRINKING IN CLASSROOMS/LABORATORIES

To ensure a safe, clean and healthy environment for all students on campus, no eating or drinking will be permitted in any laboratory. Care should be taken to remove all refuse to a trash container after eating.

PARKING

Parking on campus is free. Students, faculty and staff are required to obtain a parking decal from the Office of Student Services to park on campus.

VEHICLE TOWING

Vehicles parked illegally are subject to towing. The cost of towing and retrieval of the vehicle is the responsibility of the owner. Touro University assumes neither liability nor responsibility for operational or structural damage incurred as a result of towing or storage of a vehicle in such instances.

LOCKERS

Upon matriculation, students may be issued lockers for personal use while enrolled at the University. No fee is charged for use of the lockers. Students must provide their own locks. Contact the Office of Student Services for locker assignment.

LOST & FOUND

The Facilities Department, located in Wilderman Hall, and the University Library, maintain Lost and Found Services for the University. Lost articles may be claimed from these locations during regular business hours. Students are urged to label all books and other personal belongings so that they can be easily identified if turned into the Lost and Found.

Appendix A: Code of Responsibilities and Rights of the Students of Touro University California (TUC)

See APPENDIX E: Student Code of Responsibilities and Rights, in the Touro University Catalog (http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf), pp. 156-159.

Topics include:

- Student Concerns and Grievance
- Definition and Basic Concepts
- Student Responsibilities
- Student Rights
- Sanctions for Violation of the Student Code of Responsibilities & Rights of Touro University California
- Warning
- Disciplinary Probation
- Suspension
- Expulsion

Appendix B: The Touro College and University System Academic Integrity Policy

See APPENDIX K: Touro College and University System Policy on Academic Integrity - June 2012, in the Touro University Catalog (http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf), pp. 183-199.

Topics include:

- Introduction
- Statement on Academic Integrity
- Violations of Academic Integrity
- Plagiarism
 - Intentional Plagiarism

- Unintentional Plagiarism
- Cheating on Examination and Other Class/Fieldwork Assignments
- Research Misconduct and Other Unethical Conduct
 - Fabrication
 - Falsification
 - Plagiarism (as research Misconduct)
 - Misleading or Fraudulent Behavior
 - Tampering
 - Copyright Violations
- Best Practices in the Promotion of Academic Integrity by Faculty
 - Training Faculty and Staff
 - Training Students
- Testing Procedure
 - Test Preparation
 - Test Duplication and Storage
 - Test Administration: Paper Examinations
 - Test Administration: Online Tests
 - Post-Test procedures
 - Detecting Plagiarism
- Best Practices in the Promotion of Academic Integrity in Online Education
 - Faculty training and Implementation
 - Guidelines to Faculty
 - Multiple Assessment Strategies and Prevention of Plagiarism Examinations
- Procedure in Response to Violations of Academic Integrity
 - Reporting a Case of Suspected Plagiarism or Cheating
 - Resolution of Academic Integrity Violations
 - Informal Resolution
 - Formal Resolution
 - Committee Hearings will proceed under the following guidelines
 - The Committee shall reach a decision using the following guidelines
 - Academic Appeal Process
 - Status of Student Pending Action
 - Sanctions
 - Recordkeeping
- Recommendations on Implementation Policy
 - Oversight of Policy
 - Distribution of Policy
 - Honor Statement
 - Conformance of Individual School Policies

Appendix C: Touro University California By-Laws and Regulations of the Code of Responsibilities and Rights of the Students of Touro University

See APPENDIX E: Student Code of Responsibilities and Rights, in the Touro University Catalog (http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf), pp. 156-159.

Topics include: See APPENDIX A: above

See also APPENDIX F: Resolution Process for Disputes and Grievances and Misconduct, in the Touro University Catalog (http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf), pp. 160-164.

Topics include:

- Conduct and Discipline Resolution Process
- Informal Resolution Process
- Formal Resolution Process
- Arbitration

Appendix D: Guidelines for Access to and Disclosure of Educational Records Maintained by Touro University

See APPENDIX A: Access to and Disclosure of Educational Records, in the Touro University Catalog (http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf), pp. 128-135.

Topics include:

- Definitions (as used herein)
- Inspection and Review of Education Records
- Amendment of Education Records
- Disclosure of Personally Identifiable Information from Education Records

Appendix E: Touro University College of Pharmacy Policy on Student Complaints

See APPENDIX E: Student Code of Responsibilities and Rights, in the Touro University Catalog (http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf), pp. 156-163.

Touro University College of Pharmacy is committed to a policy of fair treatment of its students in their relationships with the administration, faculty, staff and fellow students. The purpose of this policy is to establish, implement and operate a student complaint procedure. This Policy shall be continuously accessible by students through the Touro University College of Pharmacy Website.

Internal Complaints: Information concerning filing of complaints, such as academic dishonesty or academic disputes (grading, progression, program requirements, etc.) is provided in the College of Pharmacy Student. The student shall file a written complaint with the Assistant Dean for Pharmacy Student Services. The complaint must be in writing, signed and dated by the student filing the complaint and submitted using the attached "Complaint Form." All complaints will be handled in accordance with written policies of the Touro University College of Pharmacy. The original written complaint and written response to the complaint, and if applicable, the letter of appeal and the written decision of the Dean of Students shall be placed in a file on student complaints to be maintained by the Assistant Dean for Pharmacy Student Services. A photocopy of all documents placed in the file on student complaints shall also be placed in the file of the student who submitted the original written complaint. All aspects of student complaints shall be treated as confidential in accordance with Touro University policies on confidentiality of student records. Notwithstanding this confidentiality requirement, the file on student complaints maintained in the Office of Pharmacy Student A shall be made available to representatives of the American Council on Pharmaceutical Education (ACPE) where necessary to ACPE carrying out accreditation of the Touro College of Pharmacy and fulfilling requirements established by the U.S. Department of Education.

ACPE Standards Information: The American Council on Pharmaceutical Education (ACPE), the pharmaceutical school accreditation agency, is required by the U.S. Secretary of Education to require its pharmacy programs to record and handle student complaints regarding a school's adherence to the ACPE Standards. ACPE must demonstrate a link between its review of complaints and its evaluation of a program in the accreditation process. Therefore, in order to demonstrate compliance with the U.S. Department of Education Criteria for Recognition, and with the prior review and advice of Department of Education personnel, ACPE requires pharmacy schools to provide an opportunity for pharmacy students to provide comments and/or complaints about the schools adherence to ACPE's Standards. The colleges and schools of pharmacy accredited by ACPE have an obligation to respond to any written complaints by students that are lodged against the college or school of pharmacy, or its pharmacy program, that are related to the standards and the policies and procedures of ACPE. Any student who wishes to file a complaint may visit the ACPE website and follow the Professional Programs link (<http://www.acpe-accredit.org>) to access the standards and the procedures for filing a complaint on the required form (https://acpe-accredit.formstack.com/forms/complaint_form).

TOURO UNIVERSITY COLLEGE OF PHARMACY

Student Complaint Form

Student Name: _____

Graduation Year: _____

Local Home Contact Information:

Street Address: _____

City/State/Zip: _____

Telephones:

Home: _____ Work: _____

Cell: _____ Fax: _____

E-mail Address: _____

Permanent Home Contact Information:

Street Address: _____

City/State/Zip: _____

Telephones: Home: _____ Work: _____

Cell: _____ Fax: _____

E-mail Address: _____

NOTICE: Information on filing complaints is provided in the University Touro College of Pharmacy Student Handbook. In the space below, please state in detail your complaint. You may use additional pages if necessary.

In the space below, please state in detail what resolution or relief you are seeking. You may use additional pages if necessary.

Signature and Date

Upon completion, please place the Student Complaint Form in an envelope, seal and mark the envelope "Confidential" and deliver to the Assistant Dean for Pharmacy Student Services for Touro University California.